



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Person Specification

Quantity Surveyor

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level or above	A relevant professional qualification (e.g. Member Royal institute of Chartered Surveyors) or post-graduate qualification (e.g. MBA, Masters)
EXPERIENCE	<p>Experience of working in an office environment and conducting oneself in professional manner.</p> <p>Experienced at producing BoQs, costings etc. within the construction industry or specifically archaeology.</p> <p>Good experience of running the commercial side of projects, including specifically NEC3 contracts, and dealing effectively with Clients, Regulators, Sub-Contractors and own wider team.</p> <p>Documented experience of organising and delivering commercial aspects of site work and post-excavation/construction work and producing high quality written reports.</p> <p>Highly competent use of relevant key software such as Excel, Project, Primavera 6.</p> <p>Successful track record in costing jobs accurately that have ensured good profitability and minimal risk.</p> <p>Successful track record in invoicing/applications for payment that have ensured prompt and full payment.</p> <p>Experience of health and safety requirements and ability to ensure all project provisions conform to requirements.</p> <p>Experienced in exercising sound judgement that deliver successful outcomes that take account of the subtleties and complexities of construction/archaeological work.</p> <p>Experience of project financial reporting and being held to account.</p> <p>Experience of successfully working to deadlines, working under own initiative, as well as in part of a team.</p>	A good understanding of how archaeological projects work within the construction/infrastructure environment.
SPECIAL SKILLS	Computer literate including use of Office and other key programmes including ideally Microsoft 'Project', Primavera 6 and with excellence in the use of Excel.	Understanding of archaeological fieldwork, including ability to judge most

	<p>Excellent estimation skills, including ability to liaise and collaborate with other key team members and Clients, ability to identify and mitigate financial risk, including the careful caveating of certain costs.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</p> <p>Ability and interest in staff development – bringing on junior staff and helping to grow people as well as develop their skill sets.</p> <p>Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of winning bids, financial reporting, EWNs, CEs and applications for payment.</p> <p>Self-discipline, attention to detail, excellent numeracy, forensic accuracy, and skilled in financial risk reduction.</p> <p>Excellent organisational skills.</p> <p>Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals.</p> <p>Full driving license.</p>	<p>appropriate methods, quantum of work required, ability to cost jobs and to persuade and negotiate with local authority archaeologists.</p> <p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>CAD and/or GIS skills.</p>
DISPOSITION	<p>Trustworthy and have integrity.</p> <p>Exceptionally organised and self-disciplined.</p> <p>Humble but confident.</p> <p>Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	Cheerful.
INTERESTS	Archaeology of Britain.	Period or thematic specialisms.
SPECIAL	Willing to work a range of hours in order to attend meetings, take advantage of training courses, and	

REQUIREMENTS	<p>ensure quotations and tenders are completed before deadline.</p> <p>Able and willing to travel throughout the UK for site visits, meetings, conferences, training <i>etc.</i> including outside of work hours</p> <p>Ambitious to assist in growing the company, assisting with staff development and taking it forward.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the company.</p>	
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