



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post holder	TBC
Job Title	Senior Geoarchaeologist
Duration	Permanent Contract
Grade	8
Annual Salary	£32,000 - £37,000
Location	Ideally Bakewell Office and other locations as required, some hybrid working possible.
Accountable to	Head of Specialist Services
Job Summary	<p>A senior position within our Specialist Services Division leading and managing our Geoarchaeological/Palaeoenvironmental team. Working closely with other talented individuals including sharing and integrating data as part of our Landscape Prospection Service where geoarchaeological, geophysical, geochemical, remote sensing and other data is integrated to examine and understand landscapes, their taphonomy and to drive targeted archaeological and palaeoenvironmental investigations. Produce high quality reports for commercial and commissioned projects, and produce publications where appropriate. Assist with general archaeological work including fieldwork, reports, archives <i>etc</i> and to</p>

undertake other duties that may arise as required.

Responsibilities/Main Duties

Accountable to Head of Specialist Services.

Work closely with other members of our Specialist Services team and share and integrate data as part of our Landscape Prospection Service working with others to combine geoarchaeological, geophysical, geochemical, remote sensing and other data.

Examine and understand landscapes, their taphonomy and to drive and design targeted geoarchaeological and palaeoenvironmental investigations.

Undertake geoarchaeological mapping and sediment coring, characterisation and analysis, and ideally one or more of pollen analysis, botanical macrofossil analysis, wood and charcoal analysis, soil micromorphology or other palaeoenvironmental proxies.

Sample for and send off samples for C14 dating. Ability to produce age-depth models and/or undertake Bayesian modelling of C14 dates will be an advantage.

Produce high quality reports for commercial and commissioned projects.

Edit and check team reports and issue to clients.

Design schemes of work and lead our growing and well-drilled palaeoenvironmental team.

Use GPS units and total stations as well as other relevant software, including for deposit modelling.

Produce environmental assessments and analyses, supported by other members of the Geoarchaeological/Palaeoenvironmental team on commercial and research-based archaeological projects and publications.

Inculcating, promoting and delivering Vision, Mission and Culture of the Company.

Undertake training and help to train others as part of our commitment to an openness to learning and CPD.

Create value for projects that delivers for the client, public and ARS Ltd – including identifying opportunities and thinking of innovative ideas

Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff. You are required to report any contravention to your line manager

Undertake geoarchaeological assessment and sediment coring.

Provide recommended samples for radiocarbon dating.

Undertake fieldwork and survey and complete associated post-excavation work, archiving, writing up, producing reports and publications.

Give presentations to professional and public audiences as required.

Help generate work and liaise with clients, local authority archaeological officers and EH Regional Science Advisors.

Accompany senior staff to meetings as required in role as palaeoenvironmental specialist.

Ensure lab equipment is maintained and serviced, order new supplies as required.

Administer the Company's Community Archaeology Radiocarbon Dating (CARD) sponsorship scheme.

Send photos with captions to the Social Media Officer on projects of interest as well as images and items for the Weekly Update to the MD

Participate in team engagement initiatives

Assist in staff training and development, ensuring continuous improvement in your own and your teams' performance through initiating training, mentoring and improved practices

Collating (and signing in/out) all necessary equipment to deliver a project

Assist in the coordination of staff and logistics, booking accommodation *etc.* as required for project delivery

Responsible for ensuring all accommodation is kept clean and tidy according to the rules of the cottage/B&B/hotel on away jobs

Ensure and maximise the cost-effective deployment of vehicles, maintain/provide accurate records

Set daily tasks and goals for staff where designated and delegate tasks and responsibilities accordingly. Check their work for completion to time and quality on a daily basis

Report to the Head of Specialist Services, on a daily basis with the progress of projects and productivity against project goals and agreed timetables. Ensure all environmental work and reporting is undertaken to agreed time and budgets

Responsible for ensuring work is undertaken according to ARS Health and Safety policy. Contribute to risk assessments and other relevant documentation in co-ordination with the Health and Safety officer

Drive company vehicles when required. Keep company vehicles tidy and roadworthy at all

times. Notify the Business Administrator of any faults *etc* so that they can be rectified.

Any other duties that may be reasonably allocated from time to time.

Safety

To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook.

Hours of Duty

37.5 hours per week.

Annual Leave

All statutory bank holidays plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Within the probationary period = 1 week
Service period less than one year = Four weeks
Service period more than one year = twelve weeks

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.