



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Head of Field Archaeology

Post Holder

Job Title

Head of Field Archaeology

Duration

Permanent

Grade

9

Annual Salary

£45,000 - £54,000 dependent on experience

Location

Bakewell office/ some home-working (and site, client, curator *etc.* visits across UK as required).

Accountable to

Chief Operating Officer

Job Summary

Work to Chief Operating Officer and alongside the Heads of the Consultancy and Specialist Services divisions and leading a team of Project Managers and Project Officers as part of the top tier of the Company's Management Team. Perform a Head of Field Archaeological role that will include team leadership, goal-setting, motivation and holding people to account, project reviews and financial auditing of projects. Production and oversight of WSIs and RAMS, staff allocation to projects, maintaining accurate project records and producing accurate and on-time project reporting, invoice preparation, overseeing fieldwork, post-excavation, reports, archives *etc.*, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Working closely with the Project planner to populate the staff planner and effective deployment of the team. Oversee contractual agreements, including with sub-contractors. Administrative duties and to undertake other duties that may arise as required. Undertake discussions with wide range of clients and stakeholders. Play an active and positive role within the Management Team. Contribute to Company strategy, growth, innovation and be an active high performing team player.

Responsibilities/Main Duties

Collate, review and control productivity metrics for monthly KPI dashboard. Provide metrics on key projects for weekly and monthly reviews as necessary.

Achieve >95% productivity for fee-earning Contracting staff.

Archaeological project management and oversight, including direct line management of Project Managers and Senior Project Officers, motivation and fostering a positive environment.

Undertake, manage and organise WSIs, RAMS, project staff, fieldwork, post-excavation work, reporting and archiving.

Achieve zero or minimal project overruns and overspends.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Project Managers and Officers, Logistics Manager *etc.*

Design fieldwork programmes in conjunction with PMs and Sales team members.

Design post-ex programmes in conjunction with PMs and Sales team members.

Oversee and complete contracts for clients and also with suppliers including NEC3 contracts.

Mentoring field and post-ex staff in various aspects of work.

Quality assurance (WSIs, fieldwork reports, illustration *etc.*).

Ownership and oversight of signing off projects and triggering invoicing on project completion and monthly basis for all projects responsible for.

Input to new project initiatives (e.g. community, commissioned, research) and ways to add value (economic, environmental, educational and social) to projects for our clients, the public and ARS Ltd.

Annual appraisals for Project Managers.

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

Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.

Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person of

Management Team, to any matters arising as appropriate.

Take active role in networking on behalf of the company.

Keep any company vehicles you use tidy and roadworthy at all times. Notify Business Administrator of any faults *etc.* so they can be rectified.

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

Undertake occasional out of hours work on behalf of the company such as attending meetings, conferences, giving talks or making essential phone calls or communicating important information to other ARS Ltd staff.

Safety

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

Hours of Duty

37.5 hours per week (excluding breaks and travel time).

Annual Leave

All statutory bank holidays (8 days) plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Up to completion of probation 4 weeks, after successful completion of probation period 12 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.