



Archaeological Research  
Services Ltd

## Job Description

### Head of Geomatics (Geophysics Officer)

<b>Post Holder</b>	TBA
<b>Job Title</b>	Projects Officer (Head of Geomatics)
<b>Duration</b>	Permanent position
<b>Grade</b>	10
<b>Salary</b>	£28,000 - £40,000, dependent on experience
<b>Location</b>	Bakewell, and other locations as required.
<b>Accountable to</b>	Head of Specialist Services
<b>Job Summary</b>	<p>Generate, manage and deliver geomatics work including geophysical and topographical surveys. Oversee the successful initiation and delivery of commercial, research, education and outreach projects and assist in completing fieldwork, reports, archives <i>etc</i> and to undertake project management and administrative duties and to undertake other duties that may arise as required. Driving. Drive forward marketing and sales. Assist in production of illustration and interpretation materials.</p>
<b>Responsibilities/Main Duties</b>	<p>Geophysical and landscape surveys and other types of allied surveying.</p> <p>Project management, working closely with the contracts manager and general manager.</p> <p>Illustrative, survey and CAD/GIS work.</p> <p>To help generate work and liaise with clients and county archaeological officers.</p> <p>Develop the company's geotechnical and other technical services with a view to offering new services.</p> <p>Processing, Interpret, and report on geophysical data</p> <p>Undertake pre-project planning and preparation (including the preparation of RAMS and associated project plans and documentation prior to visits / surveys and making appropriate contact with landowners and agents and other relevant parties).</p>

Undertaking jobs in, and delivering training to others in, and helping develop the Company's CAD services (currently using Draftsite)

Liaise with clients, county archaeological officers and other curators as appropriate.

Take active role in networking on behalf of the company.

Attend meetings as required, incl. meetings with all project stakeholders.

Take part in training, staff and personal development initiatives/coaching.

Further the company's vision, mission and core values.

Drive company vehicles when required.

Keep company vehicles 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**

First month = nil.  
After 1 month & within probation period = 1 week  
After probation period & less than 1 year = 8 weeks  
After one year = 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.