



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB DESCRIPTION

Post Holder	TBC
Job Title	Trainee Archaeological Officer/Archaeological Officer
Duration	Permanent
Grade	7
Annual Salary	£20,500 - £22,000
Location	One of our offices and on sites across UK as required
Accountable to	Project Officer
Job Summary	<p>To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork and recording, and to undertake as required sample taking and processing, survey work and finds processing. Contribute to post-excavation work, undertake illustrations, archives <i>etc.</i> and to assist with administrative, clerical and general office duties that may arise as required.</p> <p>Our Trainee programme provides Trainee Archaeological Officers with a structured course to become an Archaeological officer within 6 months. Trainee's will be supported by training, mentoring, and experiential learning throughout the programme.</p>
Responsibilities/Main Duties	<p>Undertake and help deliver project work as part of a team or under own initiative for small-scale project work.</p> <p>Watching briefs, evaluation trenching, excavation work, fieldwalking and related work.</p> <p>Sieving, sampling, metal detecting.</p>

Recording, including context sheets, photography, drawings, survey and so forth.

Undertake and assist with post-excavation work, digitising, text, archiving and contribute to preparation of reports.

Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs *etc.*

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

Further the company's vision, mission and culture.

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 conferences, giving talks or making essential phone calls.

Safety

To abide by the safety rules as set out in the Health and Safety Handbook.

Hours of Duty

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

Annual Leave (pro rata)

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

First month = nil.
After 1 month & within probation period = 1 week
After completion of probation period = 4 weeks
After one year = 8 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 ARS Ltd and other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes and with prior permission.

Note

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

This job description will be reviewed on a regular basis.