



Archaeological Research  
Services Ltd

## Job Description

### Post-ex report quality assurance and editing officer

<b>Post Holder</b>	TBA
<b>Job Title</b>	Post-ex report quality assurance and editing officer
<b>Duration</b>	Permanent position
<b>Grade</b>	10
<b>Salary</b>	£26,000 - £36,000, dependent on experience
<b>Location</b>	Bakewell, and other locations as required.
<b>Accountable to</b>	Head of Field Archaeology
<b>Job Summary</b>	<p>Produce and edit report and publications for archaeological and cultural heritage projects. Oversee the completion of commercial, research, education and outreach projects and assist in completing archives <i>etc</i> and to undertake project management and administrative duties. Undertake other duties that may arise as required. Assist in production of illustration and interpretation materials.</p>
<b>Responsibilities/Main Duties</b>	<p>Produce and edit reports and publications on a range of archaeological and cultural heritage investigations and projects.</p> <p>Assist with interpretation, analysis and presentation of project data.</p> <p>Working closely with the Head of Field Archaeology, Project Managers and Post-ex team as required.</p> <p>Oversight and quality assurance of Written Schemes of Investigation, fieldwork reports and illustration <i>etc</i>.</p> <p>Responsible for field archaeology document templates (e.g. WSIs, fieldwork reports of various types) together with guidance/crib sheet notes, and co-ordinating and contributing to archaeological methodological and technical development (MTD). Review annually.</p>

Provide feedback and training on edited reports to ensure continued development and improvements.

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

Input to new project initiatives (e.g. commercial, community, commissioned research).

Effectively communicate with internal and external stakeholders. Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person in Management Team to any matters arising as appropriate.

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).

<b>Annual Leave</b>	All statutory bank holidays (8 days) plus 20 days holiday per year.
<b>Conditions of Service</b>	See the Staff Handbook.
<b>Period of Notice</b>	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
<b>Confidentiality</b>	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.
<b>Note</b>	This job description does not form part of the contract of employment.  This job description will be reviewed on a regular basis.