



**Archaeological
Research Services Ltd**

PERSON SPECIFICATION

POST TITLE: Post-ex report quality assurance and editing

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification Membership of the Chartered Institute for Archaeologists
EXPERIENCE	<p>Experience of working in a professional office environment</p> <p>Experience of taking part in archaeological project, and dealing with clients, curators and the public</p> <p>Experienced in producing archaeological reports and publications in archaeology and cultural heritage.</p> <p>Undertaking a wide range of fieldwork and post-excavation tasks and dealing with a wide-range of people</p> <p>Supervising work on archaeological sites and contributing/completing post-excavation analysis and reports</p>	Experience of undertaking geophysical surveys, data processing and report production
SPECIAL SKILLS	<p>Excellent organisational skills</p> <p>Full archaeological fieldwork skills</p> <p>Good range of IT skills including familiarity with CAD and GIS</p> <p>Illustration skills for producing surveys, location plans, plans and sections</p>	Supervisory/Managerial skills

	<p>Geospatial field surveying skills</p> <p>Full driving license</p> <p>CSCS Card</p>	
DISPOSITION	<p>Trustworthy and have integrity.</p> <p>Exceptionally organised.</p> <p>Humble but confident.</p> <p>Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	Cheerful and tolerant
INTERESTS	Archaeology of Britain	Period or thematic specialisms
SPECIAL REQUIREMENTS	<p>Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, and carry out project work <i>etc.</i></p> <p>Able and willing to travel throughout the UK and work away for jobs, training <i>etc.</i> including outside of work hours.</p> <p>Ambitious to assist in growing the company, and take part in professional and personal development.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the company.</p>	