



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

Archaeological  
Research Services Ltd

## PERSON SPECIFICATION

**POST TITLE: Post-ex report quality assurance and editing**

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

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|-----------------------------|---|--------------------------------|
|                             | <p>Geospatial field surveying skills</p> <p>Full driving license</p> <p>CSCS Card</p>   |                                |
| <b>DISPOSITION</b>          | <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          |
| <b>INTERESTS</b>            | Archaeology of Britain  | Period or thematic specialisms |
| <b>SPECIAL REQUIREMENTS</b> | <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>                |                                |