



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

## Job Description

### Project Manager

**Post Holder**

TBA

**Job Title**

Project Manager

**Duration**

Permanent

**Grade**

10

**Annual Salary**

£30,000 - £45,000 per annum pro rata

**Location**

Bakewell office/home-working (and site visits and meetings across UK as required).

**Accountable to**

Head of Field Archaeology

**Job Summary**

Perform a Project Manager role on a variety of projects including production of WSIs and RAMS, health and safety responsibilities, maintaining accurate project records and producing accurate and on-time project reporting, contributing to the staff planner, invoice preparation, overseeing fieldwork, post-excavation, reports, archives *etc*, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Oversee contractual agreements, including with sub-contractors. Administrative duties and to undertake other duties that may arise as required. Driving. Undertake discussions with wide range of clients and stakeholders. Play an active and positive role within the Management Team. Contribute to Company growth and be an active high performing team player.

**Responsibilities/Main Duties**

Collate productivity metrics for monthly KPI dashboard.

Achieve zero project overruns and overspends for 2020.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Projects Managers and Officers.

Design fieldwork programmes in conjunction with Sales team members.

Mentoring field and post-ex staff in approaches to archaeological excavation, recording, post-excavation and reporting.

Design post-ex programmes in conjunction with Sales team members.

Managing Archives, including oversight of Company Archives Officer and their liaison and deposition of all archives.

Quality assurance (WSIs, fieldwork reports, illustration *etc.*).

Oversight and production of Written Schemes of Investigation.

Ownership and oversight of signing off projects and triggering invoicing on monthly basis for all projects responsible for.

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

Contribute strategy, programme and project design to costings and tenders for select jobs.

Annual appraisals for Bakewell and Sheffield fieldwork and post-ex staff.

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.

Lead projects and support team leaders, give instructions and motivate and build teams.

Inculcating, promoting and delivering Vision, Mission and Culture of the Company.

Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.

Oversee and complete contracts for clients and also with suppliers including NEC3 contracts.

Archaeological project management and oversight.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-

ex. tasks in conjunction with Senior Projects Manager and Sales Team.

Design and set-up projects and post-ex programmes in conjunction with Sales team & Head of Field Investigations.

Sign off projects and trigger invoicing for those responsible for.

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

Contribute to strategy, programme and project design to costings and tenders for selected jobs.

Conduct annual appraisals for selected staff conjunction other Project Managers.

Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.

Oversee delivery of health and safety policy and protocols and Company equipment on site.

Undertake, manage and organise WSIs, RAMS, project staff, fieldwork, post-excavation work, reporting and archiving.

Take active role in networking on behalf of the company.

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

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.

<b>Hours of Duty</b>	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>	Eight Weeks if less than one year and 12 weeks thereafter.
<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>	<p>This job description does not form part of the contract of employment.</p> <p>This job description will be reviewed on a regular basis.</p>