



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

## **JOB DESCRIPTION**

<b>Post Holder</b>	<b>TBC</b>
<b>Job Title</b>	Trainee Archaeological officer
<b>Duration</b>	Permanent
<b>Grade</b>	6
<b>Annual Salary</b>	£20,500.00 (pro-rata)
<b>Location</b>	One of our offices and on sites across UK as required
<b>Accountable to</b>	Project Officer
<b>Job Summary</b>	<p>To carry out a wide variety of project-related work, and undertake on-the-job-training in, conducting 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>
<b>Responsibilities/Main Duties</b>	<p>Undertake and help deliver project work as part of a team or under own initiative for small-scale project work.</p> <p>Successfully achieve the required standards, competency and productivity of a professional archaeological operative.</p> <p>Demonstrate professional behaviour in the workplace and abide by ClifA's Standards and Guidance and Code of Conduct.</p> <p>Drive your own personal development and seek opportunities to expand competency, knowledge, skill-sets and own productivity.</p> <p>Watching briefs, evaluation trenching, excavation work, fieldwalking and related work.</p>

Sieving, sampling, metal detecting.

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

Undertake and assist with post-excavation work, 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 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 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.