



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

## Job Description

### Geophysics Officer / Senior Geophysics Officer

<b>Post Holder</b>	TBA
<b>Job Title</b>	Geophysics Officer / Senior Geophysics Officer
<b>Duration</b>	Permanent position
<b>Grade</b>	8-10
<b>Salary</b>	£26,000 - £40,000, dependent on experience
<b>Benefits</b>	Part of Company annual bonus scheme (subject to Company's annual targets being met) Health cash plan Generous Company contribution to pension scheme Life Assurance cover Annual bonus subject to Company-wide targets being met
<b>Location</b>	Sheffield, and other locations as required.
<b>Accountable to</b>	Head of Specialist Services
<b>Job Summary</b>	Generate, manage and deliver geophysics work. Oversee the successful initiation and delivery of commercial and research projects including undertaking fieldwork, data processing, reports, archives, quality assurance, training, project and people management and administrative duties, and to undertake other duties that may arise as required. Assist with marketing and sales of geophysics. Driving.
<b>Responsibilities/Main Duties</b>	Geophysical and other types of allied surveying. Opportunity to develop/enhance wider skills in UAV surveys and our groundbreaking geochemical surveys.

Project management, working closely with the contracts manager and general manager.

Illustrative, survey and CAD/GIS work.

Help generate work and liaise with clients and county archaeological officers.

Develop the company's geotechnical and other technical services with a view to offering new services.

Processing, Interpret, and report on geophysical data.

Undertake pre-project planning and preparation (including the preparation of RAMS and associated project plans and documentation prior to visits / surveys and making appropriate contact with landowners and agents and other relevant parties).

Undertake and deliver training.

Liaise with clients, county archaeological officers and other curators as appropriate.

Take active role in networking, marketing and sales 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).

**Annual Leave**

All statutory bank holidays (8 days) plus 20 days holiday per year.

**Conditions of Service**

See the Staff Handbook.

**Period of Notice**

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

**Confidentiality**

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.

**Note**

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.