



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# Person Specification

## Operations Manager

	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b>	Educated to A level or above	A relevant professional qualification (e.g. Member of ClfA) or post-graduate qualification (e.g. PhD, Masters) Educated to 2:1 degree level or above
<b>EXPERIENCE</b>	<p>Experience of working in an office environment and conducting oneself in a highly professional manner.</p> <p>Working within and/or contributing to a Management Team.</p> <p>Track record as a successful marketing and sales executive.</p> <p>Successful lead generation from standing start, leveraging contacts to generate new work streams, selling more to existing clients, increasing referrals – all within the context of the construction and development sector.</p> <p>Experience of successful marketing, networking, quoting and tendering in a UK archaeological or similar construction-related context.</p> <p>Experience of successfully driving Company growth</p> <p>Experience of rapidly evaluating risk, briefs and contracts, building rapport with a client and understanding key strategic needs to derive a customised value proposition.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities that are often required in the provision of good successful tenders.</p> <p>Experience of driving commercial growth, understanding and managing cashflow, forecasting and reporting, and understanding detail behind KPIs.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team.</p>	<p>Experience of the British planning system and particularly with respect to the Historic Environment</p> <p>Experience as a QS</p>
<b>SPECIAL SKILLS</b>	<p>In-depth knowledge of marketing and sales techniques and how to win tenders.</p> <p>Ability to write highly persuasive marketing materials, plus ideally highly persuasive tenders &amp; quotations.</p>	<p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive</p>

	<p>Able to scour contract finder portals, follow-up leads and create effective leads.</p> <p>Very high quality communication skills (oral and written) and ability to quickly build rapport with a lead/client.</p> <p>Excellent written English and ability to express oneself accurately and avoid ambiguity.</p> <p>Self-discipline, attention to detail, excellent numeracy, forensic accuracy.</p> <p>Excellent organisational skills.</p> <p>Ability to deeply analyse data and make effective recommendations/decisions based on that analysis.</p> <p>Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals.</p> <p>Full driving license.</p>	<p>project designs.</p> <p>Managerial Skills.</p>
<b>DISPOSITION</b>	<p>Trustworthy and with integrity.</p> <p>High performing individual, highly motivated and positive.</p> <p>Exceptionally organised and self-disciplined.</p> <p>Humble but confident.</p> <p>Willing to function as part of motivated and thriving team and willing to take instructions.</p> <p>Very analytical with splash of creativity.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>Able to work individually and as part of a team.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Good sense of humour.</p>	<p>Cheerful.</p>
<b>INTERESTS</b>	<p>Archaeology of Britain.</p> <p>Construction and development sectors</p>	<p>Period or thematic specialisms.</p>
<b>SPECIAL REQUIREMENTS</b>	<p>Willing to work a range of hours in order to attend meetings, take advantage of training courses, and ensure quotations and tenders are completed before deadline.</p> <p>Able and willing to travel throughout the UK for site visits, meetings, conferences, training <i>etc.</i></p>	

	<p>including outside of work hours</p> <p>Ambitious to assist in growing a leading Company in its sector, assisting with staff development and taking it forward.</p> <p>Keen to align oneself with, and promote, the vision, mission (purpose) and values of the company.</p>	
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