



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Project Officer

Post Holder	TBA
Job Title	Project Officer
Duration	Permanent
Grade	9
Annual Salary	£27,000 – £33,000
Location	Out of the Sale office and on sites across the UK as required
Accountable to	Projects Manager
Job Summary	<p>Perform Project Officer role on a variety of projects including production of WSIs and RAMS, fieldwork, post-excavation, reports, archives <i>etc</i>, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Administrative duties and to undertake other duties that may arise as required. Driving. Illustration and creative work incl. CAD (Draftsight). Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports. Alert relevant person of Management Team to any matters arising and overseeing care of Company Equipment and on-site health and safety. Contribute to Company growth and be an active high performing team player.</p>
Responsibilities/Main Duties	<p>Lead and manage sites and teams, set goals and tasks, motivate, hold to account, give feedback and train more junior members of the team.</p> <p>Communicate up and down the management tree, alerting relevant person of Management Team to any matters arising.</p> <p>Ensure compliance with the Company's health and safety policy and protocols and ensure Company equipment is looked after.</p> <p>Undertake, manage and organise WSIs, project teams, fieldwork, post-excavation work, reporting and archiving and contribute to publications.</p>

Ideally be able to undertake site survey, data processing and illustrative and digitisation work (incl. use of CAD – Draftsight).

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

Take active role in networking 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.