



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Scientific Officer / Senior Scientific Officer

Post Holder	TBC
Job Title	Scientific Officer / Senior Scientific Officer
Duration	Permanent
Grade	8
Annual Salary	£24,000 - £36,000+ based on experience
Location	Bakewell/Sheffield, based within Specialist Services Division, some home-working flexibility and on sites across the UK as required.
Accountable to	Head of Specialist Services / Senior Scientific Investigator
Job Summary	<p>Work to Head of Specialist Services and/or the Senior Scientific Investigator. Perform a Scientific Officer role, including a specialism in one or more of following and ability to pick up basics across the spectrum of geophysics, geoarchaeology/palaeoenvironment, geochemistry, geospatial, UAV piloting and processing, mapping archaeology from remote sensing and to undertake other duties that may arise as required. Driving company vehicles when required. Undertake discussions with wide range of clients and stakeholders. Contribute to Company growth and be an active high performing team player.</p>
Responsibilities/Main Duties	<p>Help grow and prosper the Specialist Services division of the Company and contribute to innovation.</p> <p>Contribute to the Specialist Services Team including, but not limited to: geophysics, geochemistry, geoarchaeology/palaeoenvironment, geospatial, remote-sensing mapping, finds analysis, and to include motivating, appraising and developing the team.</p> <p>Liaise with clients and planning archaeologists as per level of role.</p> <p>Produce well written and high-quality reports.</p>

Drive our 'Enterprise for Good' mission, achieve deliverables, encourage participation and innovation across the company.

Help drive innovation, ideas creation and R&D.

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.

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

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

Adhere to Company policies including health and safety policy and maintain and train people in use of specialist equipment.

Take active role in networking on behalf of the company.

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. Additional days are accrued subject to length of service.

Conditions of Service

See the Staff Handbook.

Period of Notice

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.