



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB DESCRIPTION

Post Holder	TBC
Job Title	Senior Post-Excavation Officer
Duration	Permanent
Grade	10
Annual Salary	£30,000 - £40,000
Location	Bakewell and elsewhere as required
Accountable to	Head of Field Archaeology
Job Summary	<p>To assist in a wide variety of project-related work and to undertake and support all aspects of post-excavation, including the creation of digital plans, drawings and reports, matrices, dealing with specialists and driving project completion, the preparation and deposition of archives, and contributing to publication and dissemination of projects. Undertake administrative and other duties that may arise as required. Supervision of post-ex and archiving staff, including organising work duties, monitoring the work undertaken by junior staff and ensuring work is undertaken correctly and to the right standard. Drawing issues to the attention of the Project Officer or Manager and taking responsibility within any given project to ensure that work gets completed on time and to budget and the job runs smoothly.</p>
Responsibilities/Main Duties	<p>Take a lead role in organising work, communicating with managers and clients.</p> <p>Undertake and support post-excavation work and assist in the preparation of reports and publications,</p>

assess data and place sites in their regional / national context, quality assurance and report editing and checking.

Manage and oversee the Post-Ex and Archives team.

Ensure post-excavation standards and assist APOs/POs where required (e.g. checking context sheets and registers, finds processing, photography, digitisation and so forth).

Become competent in the use of GIS and/or other relevant IT packages in order to produce illustrative material for reports and publications.

Create and maintain an accurate spreadsheet of post-excavation projects, their status and collection of metrics for monitoring progress. To be updated and reviewed weekly with Projects Manager.

Prepare physical and digital archives for deposition, and liaise with specialists for finds analysis (i.e. sending/receiving material).

Undertake and support publication work, including report checking, assisting with publication writing, preparation, submission and figure production. Review weekly with the Specialist services Manager.

Contribute to project designs, written schemes of investigation, risk assessments *etc.*

Take part in training, staff and personal development initiatives/coaching.

Attend any relevant site meetings as required.

Pro-actively further the company's vision, mission and culture.

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 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

After completion of probation period = 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.