



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

Archaeological  
Research Services Ltd

## PERSON SPECIFICATION

**POST TITLE:** Senior Post Excavation Officer

	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b>	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification  Membership of the Chartered Institute for Archaeologists
<b>EXPERIENCE</b>	Experience of working in a professional office environment  Experience of taking part in archaeological project, and dealing with clients, curators and the public  Undertaking a wide range of fieldwork and post-excavation tasks and dealing with a wide-range of people  Supervising work on archaeological sites and contributing/completing post-excavation analysis and reports	Experience of undertaking geophysical surveys, data processing and report production
<b>SPECIAL SKILLS</b>	Excellent organisational skills  Full archaeological fieldwork skills  Good range of IT skills including familiarity with CAD and GIS  Illustration skills for producing surveys, location plans, plans and sections  Geospatial field surveying skills  Full driving license  CSCS Card	Supervisory/Managerial skills  Conservation/archive skills
<b>DISPOSITION</b>	Trustworthy and have integrity.	Cheerful and tolerant

	<p>Exceptionally organised.</p> <p>Humble but confident.</p> <p>Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	
<b>INTERESTS</b>	Archaeology of Britain	Period or thematic specialisms
<b>SPECIAL REQUIREMENTS</b>	<p>Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, and carry out project work <i>etc.</i></p> <p>Able and willing to travel throughout the UK and work away for jobs, training <i>etc.</i> including outside of work hours.</p> <p>Ambitious to assist in growing the company, and take part in professional and personal development.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the company.</p>	