



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Palaeoenvironmental Officer

Post Holder	TBC
Job Title	Palaeoenvironmental Officer
Duration	Permanent
Grade	8
Annual Salary	£25,000 - £34,792
Location	Bakewell / Whirlow Office and other locations as required.
Accountable to	Senior Geoarchaeological Officer / Head of Specialist Services.
Job Summary	<p>To carry out a wide variety of project-related work including fieldwork, assessment, analysis and report production. Undertake a range of activities including the recording and sampling of sediments in the field and from cores and sections and the processing of bulk samples by flotation alongside the assessment and analysis of botanical macrofossils and wood (including charcoal identifications). Any additional specialisms, such as pollen, is very welcome and the willingness to learn and expand the skill set. Produce high quality reports for a wide range of projects, and contribute to publications as required. Work closely with colleagues across Specialist Services to ensure specialist reports fulfill and contribute to project requirements. Produce written methodologies and ensure lab equipment is maintained. Assist with archives <i>etc</i> and work closely with our geoarchaeologists. On occasion, the post will require you to drive to sites / offices in different</p>

parts of the country. Produce and share data as part of the Landscape Prospection Service (LPS) which integrates geoarchaeological, palaeoenvironmental, geophysical, geochemical, remote sensing and other data to investigate landscapes (see more info here: <https://archaeologicalresearchservices.com/our-services/specialist-services/>). Support general archaeological work including fieldwork, reports, archives *etc.* and to undertake other duties that may arise as required.

Responsibilities/Main Duties

Work closely with other members of our Specialist Services team and share data as part of the landscape prospection services integrating geoarchaeological, palaeoenvironmental, geophysical, geochemical, remote sensing.

Examine and understand landscapes, their taphonomy and undertake palaeoenvironmental and investigations incl. mapping, coring, recording, sampling, analysis and reporting.

Design and contribute to schemes of work as part of our Specialist Services team.

Use survey equipment and any other relevant software, such as statistical, GIS or packages such as Tilia for pollen.

Produce palaeoenvironmental assessments and analyses on commercial and research-based archaeological projects and publications.

Assist with processing of material including flotation and sub-sampling as required.

Recommend and sub-sample for radiocarbon and/or OSL dating.

Administer the Community Archaeology Radiocarbon Dating (CARD) sponsorship scheme and liaise with staff at the Scottish Universities Environmental Research Centre (SUERC). Find out more here and link to website: <https://archaeologicalresearchservices.com/>

Promoting and align to Vision, Mission and Culture of the Company

Create value from projects including identifying opportunities and thinking of innovative ideas

Actively follow and promote all Company rules and procedures for yourself as well as other members of staff.

Help generate work and liaise with clients, local authority archaeological officers and HE Regional Science Advisors.

Attend meetings as required.

Ensure lab equipment is maintained and serviced, order new supplies as required.

Send photos with captions to the Contribute to the Social Media platform within the company

Take part in training programmes and staff development initiatives.

Collating (and signing in/out) all necessary equipment to deliver a project.

Ensure accommodation is kept clean and tidy according to the rules of the cottage/B&B/hotel on away jobs.

Ensure the cost-effective use of any Company vehicle and provide monthly checklist record as necessary.

Report to the Head of Specialist Services. Ensure all environmental work and reporting is undertaken to agreed time and budgets.

Responsible for ensuring work is undertaken according to ARS Health and Safety policy. Contribute to risk assessments and other relevant documentation in co-ordination with the Health and Safety officer.

Drive company vehicles when required. Keep company vehicles tidy and roadworthy at all times. Notify the Business Administrator of any faults *etc* so that they can be rectified.

Any other duties that may be reasonably allocated from time to time.

Take a lead role in organising work, communicating with managers and clients.

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.