



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

**Archaeological  
Research Services Ltd**

## PERSON SPECIFICATION

**POST TITLE: Palaeoenvironmental Officer**

|   | ESSENTIAL  | DESIRABLE  |
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| <b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b> | Educated to 2:1 degree level in archaeology or directly-related subject.   | Post-graduate qualification in environmental archaeology<br><br>Member of relevant professional body   |
| <b>EXPERIENCE</b>                               | <p>Full time professional experience working in a palaeoenvironmental capacity.</p> <p>Proven track record of sampling and analysing botanical macrofossils and wood (including charcoal) and any other specialisms such as pollen.</p> <p>Professional, highly motivated and capable palaeoenvironmental specialist with an excellent track record in producing professional standard reports.</p> <p>Working as part of a team to tight deadlines.</p> <p>Use of relevant software such as <i>Tilia</i>, <i>CAD</i>, <i>GIS</i>, <i>Oxcal</i>, <i>Rockworks</i></p> <p>Proven track record in selecting appropriate samples for radiocarbon dating and liaising with laboratories for obtaining C14 dates.</p> | <p>Any additional palaeoenvironmental or geoarchaeological specialism such as sediment logging.</p> <p>Producing academic peer reviewed publications</p> |

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|                             | Experience of working in a professional office environment and conducting oneself in a highly professional manner  |  |
| <b>SPECIAL SKILLS</b>       | <p>Skilled in undertaking flotation and identifying, analysing and reporting on botanical macrofossil assemblages.</p> <p>Skilled in identifying, analysing and reporting on wood and charred wood samples.</p> <p>Excellent written English and ability to express oneself concisely and accurately.</p> <p>Excellent organisational skills.</p> <p>Computer literate.</p> <p>Full driving license.</p> | <p>Have a reference library of samples</p> <p>Giving talks</p> <p>Speaking in meetings, conferences <i>etc.</i></p>  |
| <b>DISPOSITION</b>          | <p>Good communication and interpersonal skills</p> <p>Able to work individually and as part of a team</p>  | <p>Cheerful, tolerant and highly motivated</p> <p>Be able to remain calm, confident and competent under pressure</p> |
| <b>INTERESTS</b>            | Archaeology of the British Isles   | Period or thematic/scientific 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>Ambitious to assist in growing the company and taking it forward.</p> <p>Keen to align oneself with and promote the mission and values of the company.</p> <p>Keen to develop the geoarchaeological and</p>            |  |

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|  | palaeoenvironmental work of the company and integrate work with our leading Specialist Services team. |  |
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