

ARCHAEOLOGICAL PROJECT SERVICES



Senior Project Officer (Geophysics)

Archaeological Project Services, Heckington, Sleaford, Lincolnshire

Permanent Position

Salary: £23,234 - £24,765 (dependent on experience)

Archaeological Project Services is based in Heckington, Lincolnshire and offers a comprehensive range of archaeological services to clients across the East Midlands, East of England and nationally.

We are looking for an experienced and motivated archaeologist to undertake and lead geophysical surveys and other survey work. The post offers the opportunity to assist in the development of our survey department.

You will have a minimum of 2 years' experience carrying out geophysical surveys, proven experience of data processing and interpretation and excellent report writing skills. The use of CAD and GPS survey equipment is required. You will have experience of successfully managing small teams as well as liaising with archaeological curators and clients on matters related to projects. A degree in geophysics or archaeological sciences is preferred.

The role will be field and office based and the flexibility to work away from base is essential. A full clean UK driving licence is essential. A current CSCS card and First Aid certificate would be advantageous, but training is available. Membership of ClfA is preferred.

To apply please send a full CV with names of two referees and a covering letter setting out your suitability for the post by email to info@apsarchaeology.co.uk, quoting APS/001/SPO in the subject heading.

Closing date for applications: Sunday 03 January 2016

Interviews: Week commencing Monday 18 January 2016

If you have not heard from us within 3 weeks of the closing date, please assume your application has been unsuccessful.

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Job Description

Job title: Senior Project Officer (Geophysics)

Location: The Old School, Heckington, Sleaford, with overnights away in various UK locations

Responsible to: Team Leader (Archaeology)

Contract: Permanent

Job purpose: To undertake, interpret and report on geophysical surveys to a high standard and assist in the design and implementation of survey projects.

Key Tasks:

- To undertake and supervise geophysical survey and other fieldwork to a high standard
- To write and compile survey and post-excavation reports to a high standard
- To liaise with archaeological curators and clients on matters related to projects as required
- To assist in the design, costing (tenders), implementation and co-ordination of geophysical survey and other projects
- To ensure successful completion of projects to timetable, budget and quality targets
- To assist in providing support and training for fieldwork and post-excavation staff as required
- To assist with marketing archaeological services
- Ensure the maintenance of proper standards of work in accordance with current health and safety requirements and archaeological practice
- To supervise and support volunteers working with the Trust within the office and on project delivery as appropriate
- To act as a representative for the Trust, promoting the image and reputation of the Trust at all times.
- To undertake other duties and responsibilities of a similar level as may be required from time to time.
- This role will involve use of own vehicle for company business on a regular basis

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Person Specification - Senior Project Officer (Geophysics) Essential & Desirable Criteria

This information should be read closely alongside details of the post and the job description.

ESSENTIAL
Educated to degree level (or can demonstrate appropriate experience)
Significant geophysics fieldwork (minimum 2 years) & supervisory experience
Sound knowledge and of data processing and survey software packages
Proven track record of data processing and interpretation
Report writing and publication record
Strong knowledge of British archaeology
Excellent communication skills
Able to work on own initiative
Ability to work as part of and motivate teams
Full clean driving licence
DESIRABLE
Degree in geophysics, archaeological science or associated discipline
Experience of excavation fieldwork and post-excavation analysis
Ability to use own vehicle for company use
CSCS Card
First Aid certificate
Membership of CIFA

Company Overview

The Heritage Trust of Lincolnshire (HTL) was established in 1991 as an independent charity (registration No. 1001463) and a company limited by guarantee (No. 2554738). Archaeological Project Services (APS) began trading in 1993, operating as the commercial section of HTL. Both divisions of the company are based in Heckington, Lincolnshire.

APS (a Registered Organisation with the Chartered Institute of Archaeologists), offers a range of services across England and Wales, predominately to the planning and construction sector including consultation, fieldwork and post-excavation analysis along with offering additional specialist expertise. They also offer advice and support to community and voluntary groups who wish to carry out fieldwork. HTL covers a broader heritage remit purely within Lincolnshire including historic site management and interpretation, education and outreach, a range of cultural events as well as operating a highly successful Buildings Preservation Trust. Both APS and HTL staff are actively engaged in a range of commercial, community outreach and academic projects.

Employee Benefits

- Competitive salaries (for graduate archaeological positions above ClfA minima) for a 37 hour week
- From 28 days annual leave (including statutory holidays)
- Opportunities for training and career progression
- Where applicable ClfA or IHBC subscriptions
- Free accommodation and subsistence payments for projects away from base
- Free transport to and from site
- Paid travel time to site
- Driver allowance and driver overtime payment
- Full PPE including wet weather gear
- Automatic opt in to the Company pension scheme
- Childcare vouchers