

## Project Archaeologist (Artefacts & Ecofacts)

Salary Grades: NAA L2 - L3 (Spinal points 7 – 9)

£21,236 - £22,052 (dependent on experience)

**Reporting to:** Project Supervisor or Project Officer (Artefacts and Ecofacts)

**Hours:** Full time, 37.5h/week

**Main purpose of role:** Within your competence level, and with instruction and supervision, provide support as required with the delivery of:

- all aspects of finds processing including washing, marking, cataloguing, basic recording and database entry.
- all aspects of environmental processing including Siraf and bucket flotation, heavy and light fraction sorting, basic identification of environmental remains, cleaning, marking, cataloguing, and basic recording of human and animal remains, and database entry.
- preparation of materials for specialist assessment.
- assist in the preparation of physical and digital archives for deposition with the designated repository.
- community outreach projects, open days, and exhibitions.
- assist in general office duties.

To undertake as required:

- fieldwork projects (monitoring, evaluation, excavation, survey, and geophysics).
- other business service areas.

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**Principal duties:** To work in the best interests of the company and client by delivering projects within parameters determined by agreed specifications, allocated timescales, and budgets.

- Under direction, perform the specific tasks allocated in the project plan.
- Ensure you fully understand the work required and desired outcomes.
- Ensure you seek guidance and training on any tasks you are uncertain about.
- Ensure tasks you are responsible for are delivered in accordance with agreed scope and timescale.
- Ensure all work undertaken meets professional standards, is in accordance with company policy and procedures and is legally compliant.
- Improve and develop skillsets and expertise.
- Accurately report all time spend on tasks in a timely manner.

### Other duties

- Maintain personal and professional development and training to ensure professional currency and meet the changing demands of the job. Participate in appropriate training activities.
- To undertake such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To contribute to and support, positive morale within teams.

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- To work in a safe manner at all times and report any health and safety concerns to the project lead, your line manager or the Resource and Finance Manager.

### Qualifications and expertise

- A broad understanding of current British Archaeology
- Experience in finds processing and an understanding of post-excavation procedures.
- Experience in some but not necessarily all aspects of environmental processing and post-excavation procedures essential.
- A degree or equivalent in archaeology or related discipline would be an advantage.
- Good IT skills essential.
- Current CSCS card would be beneficial.
- Ability to work in an organised and methodical way essential.

### Attributes

- The ability to be flexible and work within set deadlines.
- The ability to work as part of a team and as an individual with supervision.
- Self-motivated, conscientious and able to use initiative.
- The ability to undertake repetitive tasks with care and consistency.
- *Right first time* approach to all work.
- A flexible approach to duties.

### Additional Information

Normal working hours are 8.30am – 5.00pm Monday to Friday, including a 1-hour unpaid lunch break. If additional hours are required, then time off in-lieu or payment is normally allowed.

Holiday entitlement will be 20 days plus statutory or public holidays.

The company operates an auto-enrolment pension scheme.

Opportunities for professional development are provided and the company supports training courses to meet the needs of individual staff

NAA is an Equal Opportunities Employer.