

Project Archaeologist

Salary Grades: NAA L2 - L3 (Spinal points 5 – 9)

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

Reporting to: Assigned project lead.

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:

- fieldwork projects (monitoring, evaluation, excavation, survey, and geophysics)
- fieldwork reporting programme, WSIs and mobilisation documentation
- finds (artefact/ecofact) and archive work programmes
- community outreach projects, open days, and exhibitions
- desk-based assessments
- heritage management projects
- other business service areas

Success will be measured by delivery against agreed performance indicators

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.
- To contribute to and support, positive morale within teams
- 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.