



## **Job Title: Project Archaeologist**

**Reports to:** Project Manager

**Hours of work:** 37 per week

**Salary:** £14.57 per hour

### **Key Purpose of the role:**

- To carry out archaeological excavation and recording of designated features/areas of larger sites.
- To provide project support to the team leader and undertake post-excavation tasks as required
- To work to YA's and professional standards
- The Project Archaeologist will work within an agreed framework, with the Project Supervisor and/or senior staff according to the post holder's skill and experience level

### **Key Duties and Responsibilities**

- To hand excavate all types of archaeological features during watching briefs, field evaluations and excavations
- To make written and drawn records of archaeological contexts including context sheets and section and plan drawings in accordance with YA procedures and standards
- To complete and maintain archaeological indices during projects

## Key Duties and Responsibilities Continued:

- To observe and direct, if required, machine stripping of overburden
- To undertake small scale watching briefs, attendance and reporting as required, with support from senior staff
- To undertake field walking, geophysical and other surveys as needed, following suitable training
- To undertake finds and environmental processing work
- To assist in the preparation of site archives, including digital archive record checking, data entry, basic site cross referencing and prescribed elements of archaeological reports

### Health and Safety

- To work in accordance with the requirements of YA's Health and Safety Policy
- To take collective responsibility for reporting health and safety issues

### Driving

- To drive YA and hired vehicles if and when required to transport colleagues and equipment to site, (if qualified and registered as a YA driver)

### Continuous Professional Development

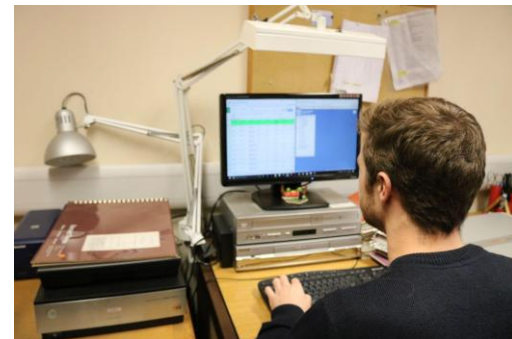
- Commitment to CPD, and maintenance of CPD log

### Expected Behaviours

- To contribute to, and support positive morale within teams
- To be professional and polite at all times and to uphold the

### Working Conditions

- Undertake site visits possibly during inclement weather, subject to the Risk Assessment and Health and Safety considerations
- Some work away from home base, normally with at least a week's notice, but occasionally with shorter notice. Overnight accommodation will be provided



Person specification:

|                        | Essential                                                                                                                                                                         | Desirable                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications         | <ul style="list-style-type: none"> <li>Interest and knowledge in Archaeology or equivalent experience</li> <li>Commitment to Continual Professional Development. (CPD)</li> </ul> | <ul style="list-style-type: none"> <li>Degree in Archaeology or equivalent</li> <li>Driving Licence and willingness to drive company or hire vehicles</li> </ul>                                                                                                                                                                                                                        |
| Knowledge & Experience | <ul style="list-style-type: none"> <li>Experience of Archaeological Fieldwork in the UK</li> <li>Use of or knowledge of archaeological recording systems</li> </ul>               | <ul style="list-style-type: none"> <li>Experience of commercial Archaeological fieldwork</li> <li>Working in an urban construction environment</li> <li>Working in a rural construction environment</li> <li>Working in an office environment</li> <li>Use of Microsoft Office packages and Adobe packages including Autocad and GIS and willingness to develop a specialism</li> </ul> |

**Person specification:**

|                                                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable                                                                                   |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Competencies</b><br>(e.g. communication, interpersonal, teamwork) | <ul style="list-style-type: none"><li>• Ability to carry out prolonged manual work in an outdoor environment , sometimes in inclement weather</li><li>• Good organisational skills</li><li>• Ability to work under pressure</li><li>• Ability to use own initiative</li><li>• Good communication skills</li><li>• Ability to work positively as part of team</li><li>• An understanding of diversity and how it relates to the role</li></ul> | <ul style="list-style-type: none"><li>• Ability to work without close supervision</li></ul> |

This Job Description is not contractual and does not define or limit the work which you are employed to do, and you may be required to do any work within your capacity which York Archaeology requires from time to time. York Archaeology may make changes to this Job Description, on either a temporary or permanent basis, at any time it is considered necessary.