



Job Title: Senior Project Archaeologist

Reports to: Project Manager

Hours of work: 37 hours per week

Salary: £14.78 per hour

Key Purpose of the role:

- To carry out archaeological excavation and recording of designated features/areas of larger sites
- To supervise small numbers of trainees, volunteers or more junior PAs within a small section of a larger site under the guidance of the site Supervisor/ Project Officer, or to assume full site lead for short periods of time
- To provide project support to the site lead and undertake post-excavation tasks as required
- To work to YA and professional standards
- The Senior 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 take responsibility for the excavation and documentation of any sections of a larger site designated to them in accordance with YA's standards and procedures

Key Duties and Responsibilities Continued:

- To supervise Archaeologists, trainees and volunteers on a project with appropriate support from senior staff, and provide encouragement, guidance and feedback on the work in accordance with relevant project documentation and YA procedures where appropriate
- To complete and maintain archaeological indices during projects
- 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)

CPD

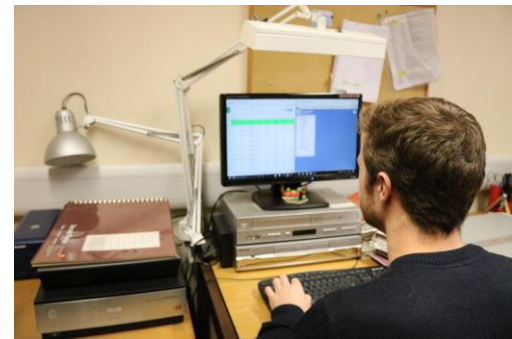
- Commitment to CPD and maintenance of CPD log

Expected Behaviours

- To contribute to, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of YA in all team, client and public interactions

Working Conditions

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



Person specification:

	Essential	Desirable
Qualifications	Degree in Archaeology or relevant subject	- Full UK driving License or willingness to achieve this - Membership of Chartered Institute for Archaeologists (CIfA) - Qualified First Aider (Appointed person) or willingness to learn - SSSTS holder, or a willingness to learn
Knowledge & Experience	- At least 2 years' experience in commercial archaeology in the UK - Good experience of a wide range of archaeological site types, including excavation of complex features and stratigraphy. - Good use and/or knowledge of archaeological recording systems and ability to produce and maintain a high quality archaeological archive - Ability to run a site in the brief absence of the site lead (for meetings, site visitors etc) - Experience of supervising junior members of staff and/or completion of a small section of a larger site, with appropriate support from site leads	- Experience of both urban and rural construction environments - Working in an office environment - Use of Microsoft Office packages and Adobe packages including AutoCAD and GIS - Experience of lone working on small watching brief sites - Willingness to develop a specialism

Person specification:

	Essential	Desirable
Competencies (e.g. communication, interpersonal, teamwork)	• Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather • Ability to work without close supervision • Good organisational skills • Ability to work under pressure • Willingness to work away from home for extended periods of time • Ability to use own initiative • Excellent English language communication skills both written and spoken • Ability to work positively as part of team and help maintain high morale amongst junior colleagues • An understanding of diversity and how it relates to the role • Maintenance of Continual Professional Development (CPD) Log	• People Management Skills

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.