



Job Title: Geoarchaeology Project Officer

Reports to: Head of Geoarchaeology

Hours of work: standard 37 hour week

Salary: £32,332 – £39,434 per annum

Location: Nottingham/York

Key purpose of the role

- To set-up, design and carry out geoarchaeological fieldwork projects under the supervision of the Geoarchaeology Project Manager or Head of Department
- To be responsible for the day to day planning and supervision of projects ensuring projects are completed to time and budget
- To supervise teams on site, as well as working as the sole specialist on site
- To work collaboratively alongside highly skilled archaeology and heritage professionals, who specialise in a wide range of archaeological sub-disciplines including conservation, wetland archaeology, geomatics and Lidar, archaeobotany, aerial photography and spatial analysis.
- To complete post-excavation analysis and reporting
- To work to YA and professional standards

Key Duties and Responsibilities:

Project Initiation

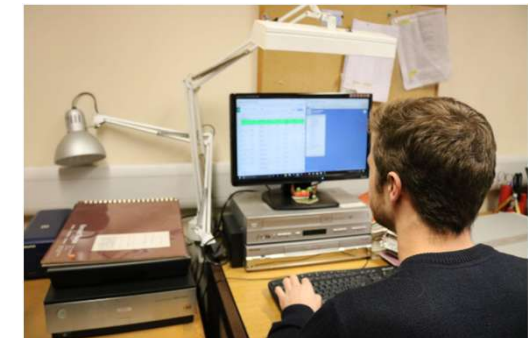
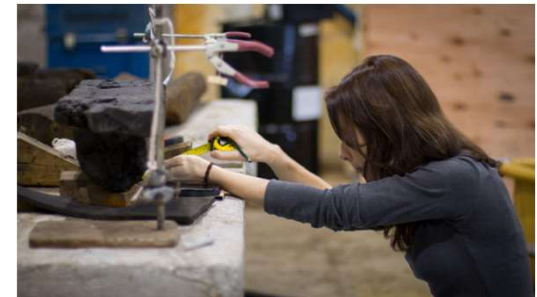
- Set-up, design and carry out fieldwork projects under the supervision of the Geoarchaeology Project Manager or Head of Dept, including the design and implementation of geoarchaeological borehole and test pit surveys, deposit modelling, multi-proxy palaeoenvironmental assessments
- Prepare Written Schemes of Investigation
- Assist with costings for tenders with support from senior staff

Project Delivery/Execution

- To be responsible for the day to day planning and supervision of projects and teams
- Provide expert advice to both external clients and internally to archaeology managers, senior management team and project teams
- Be the operational day to day link between YA and its clients, local authority planning personnel, statutory bodies and other stakeholders
- Assist with developing and maintaining links with clients and stakeholders
- Ensure the efficient capture and retrieval of complete and accurate project records
- To ensure that fieldwork and reporting is complete and checked according to the quality control process
- To assist with dissemination of the results of the project to senior management staff and external stakeholders.

Post Excavation Reporting

- To complete post-excavation assessment, analysis and reporting on projects undertaken in a timely manner and to the highest professional standard
- Prepare technical factual reports either as sections within larger reports or stand-alone outputs
- To publish material from selected projects in the appropriate journal or publication with the support and supervision of senior staff



Key Duties and Responsibilities Continued:

Health and Safety

- To ensure that the YA's Health and Safety Policy and good practice are followed on site
- To undertake risk assessments for field work and office based phases of projects
- To report on any health and safety issues in a timely manner

Driving

- To drive YA and hired vehicles if and when required to transport colleagues and equipment to site

Continuous Professional Development

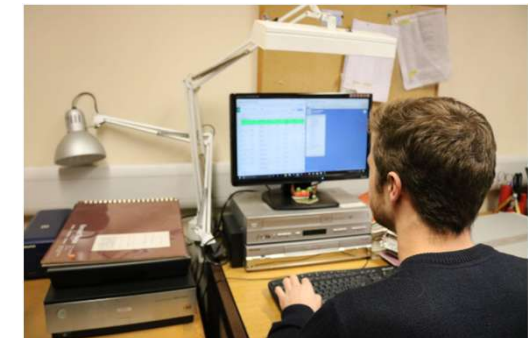
- Membership of CIfA is encouraged (fees are paid in full by YA)
- Commitment to CPD, and maintenance of CPD log
- To take responsibility for self development, within the continuous appraisal framework, including attending training and taking part in research to enhance personal knowledge, skills and experience

Expected Behaviours

- To lead, motivate, 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
- To keep YA and client data confidential at all times

Working Conditions

- Undertake site visits possibly during inclement weather, subject to the Risk Assessment and Health and Safety considerations
- Work away from home base, normally with at least a week's notice, but occasionally with shorter notice. Overnight accommodation will be provided
- Work both as the sole specialist on site and as part of a small team



Person specification:

	Essential	Desirable
Education	Degree in Geoarchaeology, Quaternary Science or relevant subject or equivalent experience	Post –graduate qualification in a relevant subject Period/technical specialism
Knowledge & Experience	A thorough understanding of Quaternary site formation processes and applied geoarchaeological and palaeoenvironmental methodologies/field techniques. Detailed understanding of British commercial archaeology. Track record of the successful completion of field/desk based geoarchaeology surveys within pressurised situations and to strict budgetary and time constraints. Experience of producing Written Schemes of Investigation, technical factual reports, and demonstrable writing skills to a professional standard. Ability to assist in the development and implementation of complex geoarchaeological strategies and methodologies and to identify and adapt to shifting priorities. Commitment to community engagement and public dissemination.	Familiarity and/or ability to undertake geoarchaeological laboratory work (potentially including pollen, insects, microfossils, molluscs, micromorphology, sediment analysis, OSL dating etc);

Person specification:

	Essential	Desirable
Competencies	• Computer literacy, including CAD/GIS and, ideally, Rockworks software with experience of deposit modelling; • Driving licence; • Excellent communication skills (written and spoken), highly numerate; • Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather; • SSSTS; • First Aid.	

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.