

Job Description – Project Officer

Job title	Archaeological Project Officer
Salary	£31,800.00 <i>pa</i> £29,796.60 <i>pa</i> during the training period
Benefits	<ul style="list-style-type: none"> • Financial support for relocation • Paid travel time when applicable, with additional payments for drivers carrying passengers • Paid mileage for field projects when using personal vehicle • Time Off in Lieu for time worked above standard hours • Up to £300 per year bonus towards own transport expenses • Flexible work hours where applicable • Option to work from home where applicable • H&S training • GPS & survey training, with option for training in additional specialist geomatics skills • Training budget and time allowance to attend conferences • 28 days annual leave, rising based on service length • 20 days company sick pay pro rata • Company pension scheme following 3 months qualifying period • 50% Professional membership reimbursement • Personal protective clothing
Location	Wheatley, Oxford Partly home-based Flexibility with travel will be required including regular travel to sites as required
Contract type	Permanent (subject to 6 month probation/training period)
Working hours	37.5 hours per week, Monday to Friday Flexibility with working hours required
Responsible to	<ul style="list-style-type: none"> • Director • Managers
Responsible for	<ul style="list-style-type: none"> • Project Supervisors • Project Archaeologists • Trainees
Main duties and responsibilities	<ul style="list-style-type: none"> • Implementation of field projects in support of Director/Managers • Complete post-excavation analysis and reporting in a timely manner and to the highest professional standard • Day-to-day management of medium to large field projects of all types • Day-to-day supervision of Project Supervisors on an archaeological project and to carry out associated administrative

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	<p>duties</p> <ul style="list-style-type: none"> • Ensuring all work is carried out in accordance with JMHS' Health and Safety requirements • Management, training and development of the assigned fieldwork team • Documentation of an archaeological project in accordance with JMHS standards and procedures • Support for design and successful completion of a project within budget and agreed timescale • Keep JMHS and client data confidential at all times • Comply with JMHS management policies • Liaise with planning and statutory authorities • Collate and check the project archive prior to delivery to the Archive team at completion of the analysis phase
Occasional tasks	<ul style="list-style-type: none"> • Carrying out any other duties assigned by the Director and Managers
Working conditions	<ul style="list-style-type: none"> • Some work office based, requiring use of DSE • Physically demanding work on sites, including but not limited to: <ul style="list-style-type: none"> ○ Extensive walking, including on steep slopes ○ Bending, squatting, stooping, stretching ○ Heavy lifting and heavy tools/equipment carrying ○ Use of mattock, shovel, wheelbarrow for extended periods of time ○ Repetitive movement • Some work in inclement weather, including exposure to: <ul style="list-style-type: none"> ○ Heat ○ Cold ○ Wind ○ Rain • Some work away from base

Person Specification

Education - Essential	<ul style="list-style-type: none"> • Degree level or equivalent in archaeology • CSCS card
Education - Desirable	<ul style="list-style-type: none"> • Evidence of continuous professional development
Skills - Essential	<ul style="list-style-type: none"> • Knowledge and expertise in commercial archaeological practice, including a general familiarity with the archaeology of Britain at all periods • Experience in the direction of a range of fieldwork projects (including large area excavation) • Ability to produce structured, accurate and coherent reports either within a planning context or for publication • Ability to produce reports for legacy projects • Ability to organise, motivate, train, appraise and direct staff • Office suite proficiency • Familiarity with GPS survey equipment
Skills - Desirable	<ul style="list-style-type: none"> • Knowledge of Inkscape software • Experience of driving vans and minibuses

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Other - Essential	<ul style="list-style-type: none">• Full manual driving licence• Own transport
Other - Desirable	<ul style="list-style-type: none">• CfA membership• First Aid training• Mental Health Awareness training• Willingness to drive company vehicles and transport colleagues

This job description should does not represent an exhaustive description of the role and is only indicative of the types of duties and responsibilities. Post holders will be required to carry out other work, commensurate with the nature of the post, as required by JMHS.