



## **Job Description for Archaeologist/Project Supervisor**

(Full Time Permanent position following 6-month probation period, option to be part time)

**Job Title:** Archaeologist/Project Supervisor

**Job grade:** BAJR 2/3 (starting salary dependant on experience)

**Responsible to:** Joint Managers/Directors

Highland Archaeology Services (HAS) are a small archaeology unit based on the Black Isle in the north of Scotland. Our work takes us from Aberdeenshire to the Outer Hebrides and from consultancy to community outreach. We are seeking a new employee to work with us in this beautiful part of the world and enjoy diverse work opportunities both in the office and the field.

As a small, friendly team HAS provides opportunities for mentoring, training and diversification with personalised development plans. Archaeologists working for HAS enjoy a wide variety of work from watching briefs, walkover survey and small evaluations to community archaeology projects.

We are seeking a candidate with at least 6 months experience of commercial archaeological fieldwork who is looking to expand their knowledge with more diverse fieldwork and/or post-excavation tasks such as desk-based assessment, report and WSI writing.

The post requires an ability to meet deadlines and respond to changing situations.

Job requirements and salary are dependent on experience with a starting salary of £26,480 with the potential to rise to £29,244 following a successful 6-month probationary period.

A driving licence and the physical fitness required to undertake archaeological fieldwork is essential.

### **The following are essential criteria**

- At least 6 months commercial archaeological excavation experience
- Familiar with basic archaeology recording including scale drawing and context recording
- Fit and able for archaeology fieldwork
- Degree level archaeology qualification or equivalent experience
- Full Driving licence

### **The following are desirable criteria**

- Experience of being the only archaeologist on site
- Experience of writing desk-based assessments
- Some experience with GIS

### **Summary of main responsibilities and activities (training will be provided)**

- Respond to initial enquiries for a range of archaeological works;
- Produce written schemes of investigation from archaeological planning conditions;
- Liaise with clients and their subcontractors;
- Undertake all forms of archaeological fieldwork including maintaining site safety, use of GPS, accurate recording of contexts, artefacts and samples, drawing/planning, photography;
- Post-excavation tasks which include collating and manipulating data, producing drawings/maps using GIS; liaison with relevant post-ex specialists; and,
- Produce provisional and final reports using Microsoft Office packages; archiving sites to HES archive standards.

### Employee benefits

Live and work in the beautiful Highlands and Islands of Scotland

Flexi-time/hybrid working schedules (company will provide desk top equipment for homeworking)

100% paid CIfA subscription fees

Accommodation provided for away work with subsistence paid according to HMRC benchmark rates

Flexible 28 days annual leave with additional 8 days Bank Holidays

Company sickness allowance of one-month full pay per annum pro rata (qualifying period of four months)

All statutory leave allowances paid plus additional company leave available for designated leave types

Access to an Employee Assistance Programme

Access to company pension scheme from day one with employer contributions of 5%

Personal skills – practical experience working in commercial archaeology with excellent communication skills both written and oral, be flexible, able to work on own initiative, work within a team and independently, interact effectively with external contacts and stakeholders.

**All applicants must have the right to work in the UK. HAS is an equal opportunities employer and we welcome applications from all sectors of the community.**