



Job Description

Job title:	Project Specific Archaeologist - London
Hours:	37.5 – 42.5 hours, Monday to Friday. Up to 48 hours may be required on nominated work packages, including weekends.
Location:	London
Responsible to:	Site Supervisor, and any other member of the management team as appropriate
Responsible for:	Other Archaeologists if required, other project staff and volunteers
Overall job purpose:	To carry out archaeological excavation and recording of designated features / areas of larger sites to the required standard. To provide project support to the team leader and undertake post-excavation tasks as required.
Key result areas:	<ul style="list-style-type: none"> • To work in accordance with the requirements of the relevant Health and Safety policy • To hand excavate all types of archaeological features in accordance with project procedures and standards • To make digital, written and drawn records of archaeological features • To complete and maintain archaeological indices during projects • To drive company vehicles and transport colleagues and equipment within the project work area when required • To assist in the preparation of site archives including record checking, data entry, basic site cross referencing and prescribed elements of archaeological reports • To undertake finds, environmental and osteological processing work • 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 MOLA Headland Infrastructure in all team, client and public interactions • Other duties appropriate to the post may be required
Working conditions:	<ul style="list-style-type: none"> • Physically demanding work on sites • Some work in inclement weather

Continuous Professional Development:	We are committed to supporting and providing CPD for successful candidates. We expect all employees to undertake available training and research to enhance personal knowledge, skills and experience.
---	--

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA Headland Infrastructure as long as this is reasonable and commensurate with the nature of the post held.

Person Specification

Essential	Desirable	Assess Method
Qualifications		
Interest and knowledge in British archaeology	Degree in archaeology or equivalent experience	AF
AQP / PQP CSCS cardholder, or willingness to acquire one	Driving licence and willingness to drive company vehicles	AF
Experience & Knowledge		
Ability to carry out prolonged manual work in an outdoor environment in all weather	Experience of commercial archaeological fieldwork in the UK	AF
Use or knowledge of archaeological recording systems	Working in an urban construction environment	AF
Experience of archaeological fieldwork	Experience or knowledge of burial archaeology	AF
	Use of Microsoft Office packages	AF
Skills, Abilities & Competencies		
Ability to work under pressure and to tight deadlines	Ability to work without close supervision	AF
Good communication skills, both written and oral		AF
Ability to work positively as part of a team		AF
An understanding and appreciation of diversity in the workplace		AF