



Job Description – Archaeologist

JOB TITLE	Archaeologist
LOCATION	Stansted (some travel to sites across the UK will be required)
DEPARTMENT	Developer Services
MOLA GRADE	3.2
HOURS	37.5 hours per week, Monday to Friday. Up to 40 hours can be required on some specific projects which will be paid at flat rate overtime. Flexibility with working hours may be required.
CONTRACT	Fixed term (initially for approx. 6 months)
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. Any other task deemed suitable to the role
KEY TASKS	<ul style="list-style-type: none"> • Work in accordance with the requirements of the MOLA Health and Safety Policy • Hand excavate all types of archaeological features during watching briefs, field evaluations and excavations in accordance with MOLA procedures and standards • Make written and drawn records of archaeological contexts including context sheets, section and plan drawings in accordance with MOLA procedures and standards • Complete and maintain archaeological indices during projects • Observe and direct, if required, machine stripping of overburden • Where possible drive company vehicles and transport colleagues and equipment to site • Assist in the preparation of site archives including record checking, data entry, basic site cross referencing and prescribed elements of archaeological reports • Undertake field walking, geophysical and other surveys as needed following suitable training • To undertake finds and environmental processing work • Contribute to and support positive morale within teams • Be professional and polite at all times and to uphold the standards, values and reputation of MOLA in all team, client and public interactions • Other duties appropriate to the post as may be required
WORKING CONDITIONS	<ul style="list-style-type: none"> • Physically demanding work on sites • Some work in inclement weather • Some work away from base (for which overnight accommodation and subsistence payments will be provided)

N.B. 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 as long as this is reasonable and commensurate with the nature of the post held.



Person Specification – Archaeologist

	ESSENTIAL	DESIRABLE	ASSESS METHOD
QUALIFICATIONS	<p>Interest in and knowledge of British archaeology</p> <p>Willingness to rapidly undertake the CSCS card test</p>	<p>Degree in archaeology or equivalent experience</p> <p>Construction Safety Certification Scheme card or equivalent</p> <p>Driving licence and willingness to drive company vehicles</p>	AF (all)
PROFESSIONAL MEMBERSHIP		Associate membership of the Chartered Institute for Archaeologists (CIfA)	AF
EXPERIENCE & KNOWLEDGE	<p>Ability to carry out prolonged manual work in an outdoor environment in all weather</p> <p>Use or knowledge of archaeological recording systems</p> <p>Experience of archaeological fieldwork in the UK</p>	<p>Experience of commercial archaeological fieldwork</p> <p>Working in urban, rural and/or infrastructure construction environments</p> <p>Working in an office environment</p> <p>Use of Microsoft Office packages</p>	AF (all)
SKILLS & COMPETENCIES	<p>Good organisational skills</p> <p>Ability to work under pressure</p> <p>Ability to use own initiative</p> <p>Good communication skills</p> <p>Ability to work positively as part of team</p> <p>An understanding and appreciation of diversity in the workplace</p>	Ability to work without close supervision	AF (all)

Assessment Method Code: AF – Application Form