



Job Description - Archaeologist

JOB TITLE	Archaeologist
DEPARTMENT	Developer Services
LOCATION	The post will be based from MOLA's London office. Travel to sites across the UK and stay away work will be required and the post-holder should expect to work on a range of site-types, including infrastructure projects.)
GRADE & SALARY	3.2 £25,284
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.
RESPONSIBLE TO	Site Supervisor, and other members of the management team as appropriate
RESPONSIBLE FOR	If required, other Archaeologists, project staff and volunteers
OVERALL JOB PURPOSE	To carry out archaeological excavation and recording of designated features and areas of sites to the required standard, to provide project support to the team leader, and to undertake post-excavation tasks as required.
KEY RESULT AREAS	<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 line with MOLA procedures and standards • Make written and drawn records and archaeological contexts including context sheets, section and plan drawings in line with MOLA procedures and standards • Complete and maintain archaeological indices during projects • Observe and direct, if required, machine stripping of overburden • Where required, drive company vehicles and transport colleagues and equipment to site – if applicable • Assist in the preparation of site archives including record checking, data entry, basic site cross referencing and prescribed elements of archaeological reports

	<ul style="list-style-type: none"> • Undertake field walking, geophysical and other surveys as needed following suitable training • Undertake finds, environmental and osteological 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 • Work away from base (for which overnight accommodation and subsistence payments will be provided) should be considered a normal part of this role

This job description reflects the requirements of MOLA as at August 2022. 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. MOLA reserves the rights to make changes as appropriate to the development of the role and the work of MOLA.



Person Specification – Archaeologist

Essential	Assess. Method	Desirable	Assess. Method
Qualifications and memberships			
Interest in and knowledge of British archaeology	AF / I	Degree in archaeology or equivalent experience	AF / I
CSCS cardholder (ideally Academically Qualified Person or Professionally Qualified Person) or willingness and ability to acquire one	AF	Driving licence and willingness to drive company vehicles	AF
	AF	Membership of the Chartered Institute for Archaeologists (CIfA)	AF
Experience and knowledge			
Use or knowledge of archaeological recording systems	AF / I	Experience of commercial archaeological fieldwork	AF / I
Experience of archaeological fieldwork	AF / I	Working in an urban construction environment	AF / I
		Working in a rural or pipeline construction environment	AF / I
Skills and competencies			
Ability to carry out prolonged manual work in an outdoor environment in all weather	AF / I	Ability to work without close supervision	AF / I
Good organisational skills	AF / I	Use of Microsoft Office packages	AF / I
Good communication skills, and able to work positively as part of a team	AF / I		
Ability to work under pressure and to use own initiative	AF / I		
An understanding and appreciation of diversity in the workplace	AF / I		

AF - application form; I – interview; T - test