



Job Description - Archaeologist

Job Title:	Archaeologist
Department:	Developer Services
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.
Location:	London: some travel to sites across the UK will be required
Duration:	Permanent
Responsible to:	Site Supervisor, Field Management 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 accordance with MOLA procedures and standards • Make written and drawn records and 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 • Drive company vehicles and, when required, 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

	<p>suitable training</p> <ul style="list-style-type: none"> • 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
Special Circumstances:	<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 December 2018. 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	Degree in archaeology or equivalent experience	AF
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	Experience of commercial archaeological fieldwork	AF
Experience of archaeological fieldwork	AF	Experience working in urban, rural and/or infrastructure construction environments	AF
Skills and competencies			
Ability to carry out prolonged manual work in an outdoor environment, in all weather	AF	Ability to work without close supervision	AF
Good organisational skills	AF	Use of Microsoft Office packages	AF
Good communication skills, and the ability to work positively as part of a team	AF		
Ability to work under pressure and to deadlines	AF		
An understanding and appreciation of diversity in the workplace	AF		

AF – Application Form; I – Interview; T – Test at interview