

## PROJECT OFFICERS, SUPERVISORS, SITE ASSISTANTS (GEN-N-0517)

<b>LOCATION</b>	HEADLAND NORTH (LEEDS)
<b>CLOSING DATE</b>	MONDAY 8TH MAY 2017
<b>SALARY</b>	£18,610, £19,750 TO £25,000 DEPENDING ON EXPERIENCE
<b>CONTRACT TYPE</b>	PERMANENT
<b>APPLICATION REF.</b>	GEN-N-0517

Due to an upsurge in demand we are looking to expand our excavation teams with opportunities at all levels. This is a great opportunity to join a progressive and growing company engaged with a constant stream of exciting archaeological projects. As a completely independent commercial company there is plenty of scope to utilise existing skills, discover new ones and develop strengths you perhaps didn't realise you even had. You will encounter numerous opportunities for personal development and promotion. Applicants at all levels should have a flexible approach to deployment and although you will be based in Leeds you should expect to periodically work away from the office.

### KEY SKILLS REQUIREMENTS – PROJECT OFFICER

Good Project Officers are one of the linchpins of our business; if you're up for the challenge, we'd like to get you on board. You will be expected to undertake a variety of archaeological investigations including field-based surveys, evaluations and excavations as well as office-based research, analysis and reporting up to publication level. The ideal candidates should be able to demonstrate both experience and enthusiasm and a willingness to participate in company initiatives.

The following criteria are essential:

- › Degree level education in a relevant subject or substantial practical experience
- › Driving licence and willingness to drive company vehicles
- › Substantial archaeological field work experience on sites of various periods and types
- › Experience of supervising and managing medium to large sized teams
- › Experience and understanding of UK commercial archaeology
- › Ability to carry out manual work in an outdoor environment in all weather
- › Good organisational skills
- › Ability to use own initiative
- › Use of Microsoft Office packages

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### KEY SKILLS REQUIREMENTS – SUPERVISOR

The following criteria are essential:

- › Degree level education in a relevant subject or reasonable practical experience
- › Driving licence and willingness to drive company vehicles
- › Archaeological field work experience preferably on sites of various periods and types
- › Experience and understanding of UK commercial archaeology
- › Ability to carry out prolonged manual work in an outdoor environment in all weather
- › Good organisational skills
- › Ability to use own initiative

The following criteria are desirable:

- › Supervision of archaeological projects
- › Experience of the archaeological supervision of plant
- › Experience in managing small to medium sized teams
- › Use of Microsoft Office packages

### KEY SKILLS REQUIREMENTS – SITE ASSISTANTS

Applicants should ideally have at least three months UK commercial archaeology experience and linear infrastructure experience would be especially beneficial. Relevant European commercial experience will also be considered and we welcome applications from EU Citizens. Candidates should demonstrate an ability to work well within large teams and have a flexible approach to deployment. CSCS card holders are preferred but we can arrange and pay for the test if necessary.

Applicants must hold a clean driving licence and be eligible to work unrestricted in the United Kingdom. Membership of the CfA is preferred but is not essential.

### WORKING FOR HEADLAND

The successful candidates at all levels should expect to receive from Headland:

- › Continuous training and support from a proactive management team
- › Periodic additional payments by way of company bonus scheme

Other benefits include:

- › A monthly clothing allowance
- › Contribution to pension scheme
- › Subscription to the CfA
- › Paid subsistence and travel time on field projects

For more details about working for Headland see <http://www.headlandarchaeology.com/careers/why-join-headland/>

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### THE TEAM YOU WILL JOIN

The North Office in Leeds was opened in 2015 and is the latest addition to the Headland roster. Currently we have a full time core of 10 staff, including the specialist geophysics teams, based in a Grade 2 listed Victorian School in Beeston, about 1 mile from Leeds city centre.

### ITS NOT ALL ABOUT WORK

Although Leeds is a large conurbation, with great road, rail and air connections, it is also within easy distance of great walking country. Skipton (Gateway to the Yorkshire Dales) is about an hour by car or train and the moors above Haworth (Brontë Country) or Ilkley less than that. Leeds is also a large vibrant city with a large student population and variety of cultural, sporting and leisure activities close at hand. With a large student population there is a large stock of rented accommodation in Leeds to suit all budgets. Bradford also has a large student population and prices (both for renting or buying) tend to be cheaper here than Leeds.

Informal inquiries concerning the roles can be made to Alistair Webb, Regional Manager, North – 0113 387 6430. Send CV and covering letter by email quoting reference number GEN-N-0517 to [jobs@headlandarchaeology.com](mailto:jobs@headlandarchaeology.com). Applications must include the contact details of at least two referees.