

## PROJECT OFFICER (PO-MW-0617)

<b>LOCATION</b>	HEADLAND MIDLANDS & WEST (HEREFORD)
<b>CLOSING DATE</b>	MONDAY 3RD JULY 2017
<b>SALARY</b>	£23,000 TO £26,000 DEPENDING ON EXPERIENCE
<b>CONTRACT TYPE</b>	PERMANENT
<b>APPLICATION REF.</b>	PO-MW-0617

Good Project Officers are one of the linch-pins of our business; if you're up for the challenge, we'd like to get you on board. Based in the Midlands & West office in Hereford, 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 had. You will encounter numerous opportunities for personal development and promotion.

**The successful candidates should expect to receive from Headland:**

- + Continuous support from a proactive management team
- + Training in specific archaeological & other skills
- + Periodic additional payments by way of company bonus scheme

**Other benefits include:**

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

**Key skills requirements**

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

**The team you will join** The team at Hereford comprises 13 core staff and is intending to grow! We are working on an exciting and very varied range of projects across Wales, the West Midlands and the South West. In particular we are looking forward later this summer to a major urban excavation in the Birmingham area, to a major prehistoric excavation in Wiltshire, and involvement in high profile national infrastructure schemes. The company is passionate about archaeology and very focused on training, so not only can you expect to receive training but our project officers are encouraged to get involved with the development of junior staff. This year has already seen the appointment of a full-time training officer to facilitate this process.

**It's not all about work** The Hereford office can trace its roots back to the early 1970s, and one of the original rescue archaeology Excavation Committees. Established as part of Headland in 2009 our new office is located within the site of a former WWII munitions factory overlooked by an Iron Age hill fort. It is housed in a modern office/warehouse complex. We have redesigned the interior to provide a mixture of office, meeting space and staff rest area alongside a finds and soil processing suite with plentiful car parking outside. The city centre is about 10–15 minutes' drive away or 10 minutes' cycle ride.

**Location** Hereford is one of only five statutorily designated areas of archaeological importance in the country. Boasting continuous occupation from the 7th Century to present, it has well preserved Saxon and Medieval defences with a superb medieval cathedral at its centre. There are good sports and gym facilities in the city (including a leisure pool and climbing wall) as well as a wide variety of outdoor pursuits clubs covering climbing, sub-aqua, triathlon etc. It has a thriving nightlife with many late bars and clubs and a regular calendar of family-friendly festivals and events.

Hereford is located on the main line between Newport (South Wales) and Manchester. Cardiff is about an hour's journey away by train, Worcester about 45 minutes. There are also some direct trains to London (3 hours). There are bus services running from local towns, although Leominster and Ledbury are both connected by rail to Hereford. A car is useful for exploring the wider countryside, the office is located about half an hour from the M50.

There are many other benefits to working with Headland such as support in joining ClfA and paying membership dues, an annual bonus scheme and a good company pension plan - see [www.headlandarchaeology.com/careers/why-join-headland/](http://www.headlandarchaeology.com/careers/why-join-headland/)

Applicants must hold a clean driving licence and membership of the ClfA is preferred.

Informal inquiries concerning the role can be made to Mike Kimber, Regional Contracting Manager, Midlands & West – 01432 364 906. Send CV and covering letter by email quoting reference number PO-MW-0617 to [jobs@headlandarchaeology.com](mailto:jobs@headlandarchaeology.com). Applications must include the contact details of at least two referees.