

# NORTHERN ARCHAEOLOGICAL ASSOCIATES

## JOB DESCRIPTION

### GEOPHYSICIST (PROJECT OFFICER)

**Reporting to:** Fieldwork Manager or Programme Manager  
**Work base:** Marwood House, Barnard Castle, Co Durham  
**Job type:** Permanent, full-time

#### Main purpose of role:

To deliver geophysical survey projects to appropriate professional standards and within agreed budgets and timescales

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#### Principal Duties

- To coordinate and undertake geophysical survey projects to appropriate professional standards, within agreed budgets and timescales
- Assist with the preparation of methods statements and risk assessments
- Undertake data processing, data interpretation and reporting
- Supervise junior staff undertaking survey and reporting
- Train new users in use of equipment and standard operating procedures
- Maintain survey equipment
- Help liaise and negotiate with clients, planning authorities, Historic England and other consultees
- Develop procedures and practice in survey and post-survey through the production of guidance notes and standard operating procedures (SOP) for the equipment
- Help build and maintain close working relationships with key clients
- Assist with ongoing business development, promotion of the company's products and services and the development and maintenance of the company's Integrated Management System.

#### Other duties

- Maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- Undertake such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- Work in a safe manner at all times and report any Health and Safety concerns to the company health and safety co-ordinator or directors

#### Qualifications and expertise

- A degree or equivalent in an appropriate discipline
- A broad knowledge of British archaeology

- Broad experience of commercial geophysical survey projects with a good knowledge of the application of geophysical survey techniques
- Experience in all the principal duties set out above (survey setup, data collection, data processing, interpretation and reporting)
- Experience using processing and illustration software
- CSCS card and recognised qualifications in first aid and Health and Safety at Work would be an advantage but not essential

### **Attributes**

- Team player with good communication skills
- The ability to be flexible and work within tight deadlines
- Self-motivated, conscientious and able to use initiative
- Right first-time approach to all work

### **Other requirements**

- Candidates must hold a full and valid UK (or EEA / International equivalent) Driving Licence and own transport
- Post-holders will be required to use own transport for business and will be expected to insure their car for Business Use; an appropriate company vehicle will be available for fieldwork
- Post-holder will be required to stay away from home on projects as necessary

### **Additional Information**

- Normal working site hours are 8.00am – 4.30pm Monday to Friday but flexibility is important and additional hours or alternative working hours may be required in order to meet clients' requirements or deadlines. If additional hours are required, then time off in-lieu or payment is provided
- Holiday entitlement will be 20 days minimum plus statutory or public holidays
- The Company operates a sickness and injury absence policy and a stakeholder pension scheme
- Opportunities for professional development are provided and the company supports training courses to meet the needs of individual staff
- NAA is an Equal Opportunities Employer