

NORTHERN ARCHAEOLOGICAL ASSOCIATES

Job Description

Post-Excavation Assistant

Pay:	£17,716.31–£19,621.35 (starting salary dependent upon experience)
Reporting to:	Post-Excavation Project Officer
Work base:	Harmire Enterprise Park, Barnard Castle, Co. Durham
Job Type:	Fixed term (three months with the possibility of extension)

Main purpose of role: To provide support for post-excavation finds and environmental processing

Principal Duties:

- To assist with all aspects of finds processing including washing, marking, cataloguing, basic recording and database entry
- To assist with all aspects of environmental processing including Siraf and bucket flotation, heavy and light fraction sorting, basic identification of environmental remains, cleaning, marking, cataloguing, and basic recording of human and animal remains, and database entry
- To assist in general office duties

Other duties:

- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- To 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
- To undertake health and safety duties commensurate with the post

Qualifications and expertise

- A broad understanding of current British Archaeology
- Experience or interest in finds processing and an understanding of post-excavation procedures
- Experience in some but not necessarily all aspects of environmental processing and post-excavation procedures essential
- A degree or equivalent in archaeology or related discipline would be an advantage
- Good IT skills an advantage
- Current CSCS card would be beneficial
- Ability to work in an organised and methodical way essential

Attributes

- The ability to be flexible and work within set deadlines
- The ability to work as part of a team and as an individual with supervision
- Self-motivated, conscientious and able to use initiative
- The ability to undertake repetitive tasks with care and consistency
- *Right first time* approach to all work
- A flexible approach to duties

Additional Information

Normal working hours are 8.30am – 5.00pm Monday to Friday, including a 1-hour unpaid lunch break. If additional hours are required, then time off in-lieu or payment is normally allowed.

Holiday entitlement will be 20 days plus statutory or public holidays.

The Company operates an auto-enrollment pension scheme.

Opportunities for professional development are provided and the company supports training courses to meet the needs of individual staff with an annual training allowance.

NAA is an Equal Opportunities Employer.