

Job Title: Archaeologist

Grade: 4

Salary: £24,250 to £26,338 per annum, pro-rata if part-time

Department: University of Leicester Archaeological Services

Hours/Contract: Full-time or job share, fixed term contract to 31 October 2025

Job Family: Technical and Experimental

Reference: 11587

Role Purpose

To assist in the execution of archaeological site work and any post-excavation work required to support the Post-excavation Team.

Main Duties and Responsibilities

To assist in the excavation and recording of archaeological sites including:

- Work efficiently in accordance with required standards
- Work in accordance with Health and Safety policies and guidelines including maintaining and wearing any PPE allocated and identifying health and safety issues.
- Support the Site Director and team by assisting with logistics including loading and unloading equipment, cleaning and tidying as required.
- Maintain and look after any equipment provided for use.
- Complete and maintain archaeological indices in good order during projects
- Hand excavate all types of archaeological features during a variety of fieldwork projects (watching briefs, evaluations, excavations) in accordance with ULAS procedures and standards.
- Undertake site recording including producing written, drawn and photographic records accurately and in accordance with ULAS procedures and standards
- Undertake digital recording in accordance with ULAS procedures and standards
- Observe and direct, if required, machine stripping of overburden, following appropriate training
- Undertake fieldwalking, landscape and other surveys as needed
- Contribute to and support positive morale within teams
- If a nominated driver, drive company vehicles and transport colleagues and equipment to site
- Undergo any training required and be responsible for undertaking and promoting own CPD

Assist in the processing and recording of archaeological finds and samples and the preparation of site archives including record checking, data entry, cross referencing, to support the Post-excavation Team.

Assist in the preparation of archaeological reports and WSIs, if required, following appropriate training.

To deputise for Site Supervisors (as appropriate)

To execute other duties as ULAS may determine from time to time.





Internal and External Relationships

- To work directly with Project Managers, Site Director, and other archaeologists (Daily)
- Liaise with ULAS administrator as required
- Regular contact with other contractors and sub-contractors on site
- Occasional contact with public visitors on site
- Occasional contact with public and students/volunteers during teaching/outreach activities

Planning and Organising

- Undertake individual daily tasks of archaeological excavation and recording on own initiative without constant direct supervision
- Provide project support to the Site Director (e.g. for site logistics and organisation) as required
- Undertake post-excavation tasks as required (e.g. finds and environmental processing, archives and administration tasks) without constant direct supervision
- To manage own time in line with expectations and use own initiative without constant direct supervision and report to the line manager on completion of individual tasks
- Maintain own professional skills and knowledge

Qualifications, Knowledge and Experience

Essential

- Evidence of commercial fieldwork experience*
- Experience and knowledge of commercial archaeological recording systems and techniques (both physical and digital) *
- Sound working knowledge of current health and safety requirements in archaeology*
- Basic knowledge of the UK Planning system
- Willing to undertake occasional work away from base (subsistence provided)

Desirable

- Graduate or post graduate qualification in Archaeology or a related subject
- Knowledge of ClfA and Historic England (HE) Standards and Guidelines
- First Aid qualification
- Clean and valid UK Driving Licence and willingness to drive company vehicles
- Experience of driving minibuses or 4-wheel drive vehicles
- Experience of public engagement and outreach
- To meet the criteria to be a member of the Chartered Institute for Archaeologists (ClfA) at Practitioner level (i.e)
 - have a good working knowledge within an area of historic environment practice
 - have some responsibility for undertaking work using own judgement
 - have carried out some complex work under general supervision
 - perceive the importance of each role within a team
 - demonstrate understanding of the ethical requirements of the Code of Conduct and able to apply to own work
 - uphold the values of the Institute to work in the public interest
 - agree to be bound by ClfA's ethical Code of Conduct





- wish to reflect own knowledge and skills through professional accreditation

Skills, Abilities and Competencies

Essential

- Ability to be flexible towards duties and work under pressure
- Ability to use own initiative and report back to Team Leader as needed
- Good organisation skills
- Good communication skills and able to interact well with a variety of stakeholders both internal and external to the University
- Enthusiastic, highly motivated and pro-active
- Ability to work positively as part of a team
- Ability to work independently without close supervision
- Ability to work in an outdoor environment in all weathers, as the role involves physically demanding work, including outdoor manual labour, lifting, carrying and repetitive manual tasks

Desirable

- Interest and knowledge of British Archaeology, particularly the archaeology of the Midlands
- IT literate particularly MS Word, Excel, Access databases, CAD and GIS
- Own car

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

