

**Position:** Project Officer (Post Excavation)

**Location:** Fort Cumberland, Portsmouth

**Length of Contract:** Until 31<sup>st</sup> December 2022.

**Full time (flexible working available)**

**Salary:** £20,400 - £23,800 dependant on experience

**Closing Date:** 26<sup>th</sup> November 2021

Looking for a career in maritime archaeology in a growing company with lots of opportunities? Keen to work on material from a high-profile excavation? Looking for experience in post excavation work? Then we would like to hear from you.

MSDS Marine are a Marine and Coastal Contractor specialising in the management, execution and support of archaeological projects in the marine environment. We have a wide range of experience and expertise within the industry from the project management of large-scale underwater excavations through to the fulfilment of archaeological licence conditions prior to large infrastructure developments. We provide geophysical and hydrographic services including data collection, processing, visualisation and interpretation.

MSDS Marine are a diving contractor registered with the HSE and provide diving and logistical support to underwater projects both on Surface Supply or SCUBA dependant on requirements. We have experience of providing support to the wider marine sector including ecological assessments, pre and post construction surveys and specialist survey solutions. We are committed to creating hands on experience in the sector for students, volunteers and early career professionals and promoting public engagement with our work.

MSDS Marine have grown steadily since first established in 2011 and are now a market leader in maritime archaeology in the UK. MSDS Marine are the UK Project Manager for the high profile #Rooswijk1740 Project to which this role relates.

You will be educated to at least degree level with a passion for heritage. Some experience in commercial archaeology would be beneficial but is not essential as we have opportunities for recent graduates and will provide training as required.

### Role Description

This post will be based at Fort Cumberland, Portsmouth and will work closely with the MSDS Marine Conservator to assist as required. Day to day support and guidance will be provided by Angela Middleton, Senior Archaeological Conservator at Historic England with line management responsibilities laying with MSDS Marine who will be the employer. The overall purpose of the role is to support the #Rooswijk1740 project following fieldwork and to work closely with the MSDS Marine Conservator and Historic England Archaeological Conservator.

The main tasks will include working with material retrieved from the marine environment. You will be involved in the documentation and assessment of material and undertake tasks as directed by the MSDS Marine Conservator, including but not limited to maintenance duties for example water changes and monitoring, as well as undertaking artefact recording and conservation tasks under supervision.

You will be required to collaborate with other project specialists in this international team.

You will also be required to participate in open days, training courses and other similar outreach events or visits. There may be the possibility to work closely with other volunteers or students on this project.

**Main duties and responsibilities:**

1. To contribute to all stages of the #Rooswijk1740 project including site visits, assessments, analysis and dissemination.
2. To work, with guidance, on a wide variety of materials from marine environments, including organic, inorganic, composite and concreted material.
3. To undertake, with guidance, investigative and remedial conservation on material recovered from the #Rooswijk1740 project.
4. To document the work undertaken primarily in the project archive and provide contributions to published archaeological reports where appropriate.
5. To have a full understanding of all Health and Safety implications involved in undertaking conservation work and abide by COSHH regulations.
6. To undertake other work on projects as directed by MSDS Marine.

The post will be based at Fort Cumberland, Portsmouth, but may involve travel. Flexible working will be considered.

This is an outline description of the duties and responsibilities involved in the job. It is not exhaustive and may be revised from time to time.

**Competitive package of employee benefits available including:**

- 100% contribution towards ClfA subscription fees;
- Generous holiday entitlement and paid time off to participate in volunteer projects
- Individual training and development opportunities.

**LONG SERVICE**  
We recognise long service with increased annual leave.

**HOME WORKING**  
We support staff working at home.

**KEEPING YOU SAFE**  
High quality PPE as standard for everyone.

**TIME TO VOLUNTEER**  
The option of 10 days unpaid leave to volunteer on UK archaeology projects.

**NEW BABY**  
Babies can be expensive so all new parents get a £50 voucher towards baby equipment.

**PROFESSIONAL SUPPORT**  
We pay 100% towards Cifa subscription fees.

**FAMILY FIRST**  
All parents get an extra day of paid leave on the first day of the Autumn school term to be there for drop off and pick up.

**JUST MARRIED**  
One extra weeks holiday and £100 towards the cost of your wedding.

**FLU JABS**  
We want a healthy team and provide free flu jabs to those who would like one.

**FLEXIBLE**  
We support flexible working.

**PENSION**  
Immediate eligibility for inclusion in the pension plan.

**FAIR PAY**  
Competitive salary in line with Cifa

**HAPPY BIRTHDAY!**  
Every one gets a day off on their birthday.

**INVESTING IN OUR TEAM**  
Individual training and development opportunities for everyone.

**MSDS Marine**

Want to know more? Contact **Alison James** for an informal chat.

**Email:** [alison@msdsmarine.co.uk](mailto:alison@msdsmarine.co.uk)

**Tel:** 01332 300043

**Apply:** To apply please submit a cover letter and CV to [info@msdsmarine.co.uk](mailto:info@msdsmarine.co.uk)

**Closing Date:** 26<sup>th</sup> November 2021

**Notification of Interview Invitations:** 30<sup>th</sup> November 2021

**Interviews:** 3<sup>rd</sup> December 2021 at Fort Cumberland, Portsmouth.

## Person Specification

Essential	Desirable
<b>Training, experience &amp; qualifications</b>	
<ul style="list-style-type: none"> <li>● A recognised professional qualification in Archaeology, Heritage or Conservation.</li> <li>● Work experience in a relevant role.</li> <li>● Experience of writing reports.</li> </ul>	<ul style="list-style-type: none"> <li>● A post-graduate qualification in Archaeology/ History / Conservation or relevant work experience.</li> <li>● Experience of post-excavation work.</li> <li>● Experience in the delivery of professional training to the sector.</li> </ul>
<b>Knowledge &amp; skills</b>	
<ul style="list-style-type: none"> <li>● Knowledge of maritime archaeology.</li> <li>● Good organisational and documentation skills as well as attention to detail.</li> <li>● Ability to work as part of a multi-disciplinary team.</li> <li>● Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>● Familiarity with current issues affecting archaeology in the UK.</li> <li>● Skilled in creating online content.</li> <li>● Full driving licence.</li> <li>● Membership of a professional body relevant to archaeology or conservation.</li> </ul>
<b>Behaviours</b>	
<ul style="list-style-type: none"> <li>● Able to work constructively with a wide range of internal and external partners.</li> <li>● Proven qualities as a team player including willingness to learn new skills and contribute to the achievement of team objectives.</li> <li>● Ability and willingness to accept change and to work in new and flexible ways as circumstances dictate.</li> <li>● Collegiate behaviour including working with conflicting priorities and agendas.</li> <li>● Able to take personal responsibility for their own work and see things through.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to build and maintain fruitful working relationships within the sector.</li> <li>● Confident and adaptable communication style.</li> <li>● Be forward looking and creative in your approach.</li> <li>● General awareness of, and respect for historic environment-related disciplines other than one's own.</li> </ul>