

WESSEX ARCHAEOLOGY LIMITED

GRADE: MANAGER
REPORTS TO: AS PER CONTRACT
WORK BASE: AS PER CONTRACT
DEPARTMENT: AS PER CONTRACT

JOB PURPOSE

To have overall responsibility for the design, preparation, management, planning, control, co-ordination, safe implementation and completion of projects.

To contribute to the business development aims and marketing of the company.

To deliver the financial objectives and reporting requirements of the company.

THE KEY RESPONSIBILITIES OF THE POST:

To be wholly responsible for the management of projects or equivalent tasks, including accountability for the financial elements of projects, the overall performance management of staff, all project health and safety aspects, and the quality of project outputs and deliverables.

Preparation and development of project designs, estimating and organising resource requirements, developing programmes and schedules.

Ensuring professional standards are met and that all deliverables are fit for purpose.

To hold personal responsibility for undertaking your work diligently, safely and to the appropriate professional standard.

KEY DUTIES

- To have responsibility for managing the performance and development of individual team members, including task allocation, monitoring of work plans, advice and guidance, and dealing with poor performance.
- To undertake tasks as directed by senior staff and to implement tasks safely.
- To collate and maintain records, financial data and documentation in accordance with Company procedures.
- To prepare and deliver accurate, professional and commercially viable project documentation in accordance with Company procedures.
- Maintaining the quality of deliverable project work and outcomes, in whatever format they are delivered, for professional and public scrutiny, including responsibility for meeting professional standards and ensuring fitness of purpose.
- To liaise with clients, contractors, other professionals and the public.
- To meet agreed Company programmes and deadlines.
- To ensure confidentiality at all times, not releasing confidential information obtained during the course of employment without prior permission from the responsible senior staff.
- To contribute to advances in archaeology and heritage conservation and to identify and exploit opportunities to broaden the public's understanding and appreciation of the past.

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