

WESSEX ARCHAEOLOGY LIMITED

GRADE: SENIOR OFFICER

REPORTS TO: TEAM LEADER

WORK BASE: AS PER CONTRACT

DEPARTMENT: AS PER CONTRACT

JOB PURPOSE

To direct and implement designated projects/tasks safely, and report to the responsible member of senior staff. To have overall responsibility for the management, planning, control, co-ordination, safe implementation and completion of projects/tasks where appropriate.

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

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

THE KEY RESPONSIBILITIES OF THE POST:

- To be wholly responsible for the management of designated projects or equivalent tasks, including accountability for the financial elements of projects, the performance management of staff, all project health and safety aspects, and the quality of project outputs and deliverables.
- To assist Managers in the design, implementation and completion of projects or equivalent tasks, including assisting in preparing and developing project designs, estimating resource requirements, and developing programmes and schedules.
- To assist Managers in the financial management of projects, including preparing purchase orders, monitoring staff time and accounting for expenditure in accordance with Company rules.
- To have delegated responsibility for directing and implementing projects/tasks in accordance with the agreed programme and scope of works under the overall control of a Manager. This may include leading and directing a team.
- Take personal responsibility for undertaking your work diligently, safely and to the appropriate professional standard.

KEY DUTIES

- To undertake tasks as directed by responsible senior staff and implement tasks safely.
- Senior Officers may have delegated 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 create, collate, analyse and maintain records, data and other documentation, and undertake research in accordance with Company procedures and professional standards.
- To make a major contribution to and edit deliverables in an appropriate format, meeting the agreed scope of works in accordance with Company procedures and professional standards.
- To take the lead, where appropriate, in liaison with clients, contractors, other professionals and the public.
- To meet agreed Company and departmental programmes and deadlines.
- To ensure confidentiality at all times, not releasing confidential information obtained during the course of employment without prior permission from responsible senior staff.

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