

WESSEX ARCHAEOLOGY LIMITED

GRADE: SUPERVISOR

REPORTS TO: TEAM LEADER

WORK BASE: AS PER CONTRACT

DEPARTMENT: AS PER CONTRACT

JOB PURPOSE

To provide supervisory support to responsible senior staff. To undertake the direction and safe implementation of smaller-scale projects or equivalent tasks, in accordance with Company Policies and Procedures, under the overall control of responsible senior staff.

THE KEY RESPONSIBILITIES OF THE POST:

To be personally accountable for undertaking your work diligently, safely and to the appropriate professional standard.

To provide supervisory support to responsible senior staff.

KEY DUTIES

- The Supervisor is responsible for undertaking tasks efficiently and systematically, in accordance with the Company Policies, as directed by the responsible senior staff.
- To assist in monitoring staff time and accounting for minor expenditures in accordance with Company Policies.
- To have delegated responsibility for directing and implementing smaller scale projects, in accordance with the agreed programme and scope of works, under the overall control of the responsible senior staff. This may include leading and directing small project teams in the field or office, including task allocation, giving advice and guidance, and dealing with poor performance.
- To make observations, gather data, create records and other documentation that are accurate, meet Company Policies, and are in accordance with Company procedures and professional standards.
- To ensure confidentiality at all times, not releasing confidential information obtained during the course of employment without prior permission from responsible senior staff.
- To prepare and contribute to reports in an appropriate format, and to meet the agreed scope of works, under the overall responsibility of senior staff.
- To have delegated responsibility for liaising with clients, contractors, local authority archaeologists, other professionals and the public as appropriate to your role.
- To meet agreed Company and departmental programmes and deadlines.
- To implement agreed Company strategies accurately, and to meet the agreed scope of works in accordance with professional standards.

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