

WESSEX ARCHAEOLOGY LIMITED

GRADE: **TECHNICIAN**

REPORTS TO: **TEAM LEADER**

WORK BASE: **AS PER CONTRACT**

DEPARTMENT: **AS PER CONTRACT**

JOB PURPOSE

To undertake tasks as directed by supervisory staff. To work safely and in accordance with Company Policies and Procedures under the overall control of the responsible member of senior staff.

THE KEY RESPONSIBILITIES OF THE POST:

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

KEY DUTIES

- The Technician is responsible for undertaking tasks efficiently and systematically in accordance with the Company Policies, and as directed by the responsible senior staff.
- To make observations, gather data, and 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 the responsible senior staff.
- 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.

Version: 1

Revision: 0

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