**GEOMATICS PROJECT MANAGER PERSON SPECIFICATION**

**Personal Qualities**

* Ability to work both independently and as part of a team;
* Ability to lead a large team;
* A professional approach to work, colleagues, clients and other professionals;
* Advanced analytical, creative, with problem-solving and interpretative skills;
* Excellent written and verbal communication skills, including the ability to produce and QC reports to a high standard;
* Able to communicate effectively with a range of internal and external clients and professionals;
* Confident and able to make and implement sound decisions;
* Systematic approach with attention to detail;
* Able to work efficiently and within time/cost constraints;
* Ability to develop efficient and appropriate procedures;
* Ability to work under pressure whilst maintaining high standards;
* Committed and hardworking, ensuring work under your direction is undertaken correctly and to a high quality;
* Responsibility for the maintenance of your own continuous professional development and that of junior staff;
* Strongly business minded and able to take advantage of opportunities for company and departmental improvement

**Qualifications**

* Education to Degree level in an appropriate subject, or demonstrable experience to an equivalent level;
* IOSH Managing Safely.

**Professional Accreditation**

* Membership of an appropriate accredited professional body, commensurate with the level of responsibility

**Knowledge and Experience**

*Essential*

* Experience and understanding of archaeological practice in geomatics;
* Experience of working in a professional, commercial archaeological environment and the current frameworks for the management of commercial archaeology;
	+ Understanding and experience of the methods of archaeological investigation and systems of recording, and an appreciation of their limitations;
	+ Broad knowledge of archaeological periods, theory and practice;
	+ Experience of directing teams of site and/or office-based staff in the implementation of archaeological projects and other duties;
	+ Experience of archaeological research;
	+ Understanding of the importance and significance of archaeological data;
	+ Understanding and experience of implementing the professional standards for good archaeological practice;
	+ Ability to interpret and QC archaeological and geomatics data;
	+ Understanding and experience of safe working practices, legislation and regulations and their practical implementation;
	+ Experience of liaising with other heritage professionals and an understanding of the planning process;
	+ Experience of writing and performing QC on risk assessments;
	+ Experience of leading a team;
	+ Experience of project management;
* Experience of tender preparation;
* Experience of designing project methodologies;
* Experience of financial and resource management;
* Experience of mentoring staff;
	+ An understanding of all Core and Technical Geomatics skill tracks.

*Desirable*

* Experience of providing professional skills training;
* The in-depth knowledge required to offer support to other staff;
* Experience in the preparation of PQQs.

**DRIVING**

*Essential*

* Full, clean, UK (Category B) driving licence or equivalent.

*Desirable*

* Experience of driving vans, minibuses (category D1) and 4x4 vehicles.