

GRAPHICS SUPERVISOR – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to Degree level in an appropriate subject or demonstrable experience to an equivalent level.	
PROFESSIONAL ACCREDITATION		Membership of an appropriate accredited professional body, commensurate with the level of responsibility.
DRIVING		Full, clean, UK (Category B) driving licence or equivalent.
KNOWLEDGE & EXPERIENCE	<p>An understanding and experience of professional standards for archaeological practice.</p> <p>Ability to demonstrate good graphic composition and layout skills.</p> <p>Basic working knowledge of AUTOCAD and at least one other professional graphics package.</p> <p>Experience of working in a professional, commercial environment.</p> <p>Ability to interpret and make value judgements on the importance and significance of archaeological data.</p> <p>Knowledge and experience of safe working practices, legislation and regulations, and their practical implementation.</p> <p>Evidence of producing appropriate deliverables to the required standard.</p>	<p>Specialist practical, procedural or theoretical knowledge in one or more areas of archaeology or a related subject area.</p> <p>Experience of working in a professional, commercial archaeological environment.</p> <p>Broad and/or specialist knowledge of archaeological periods, theory and practice.</p>
ATTRIBUTES	<p>Ability to work independently or as part of a team including leadership.</p> <p>Have a professional approach to work, colleagues, other professionals and clients.</p> <p>Ability to multi-task across several projects.</p>	

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PLANNING & ORGANISING	<p>Methodical and systematic approach to work.</p> <p>Must be able to work efficiently within time/cost constraints.</p>	
ANALYSIS & PROBLEM SOLVING	<p>Ability to summarise research data and produce coherent and accurate graphics.</p> <p>Analytical, problem solving and interpretative skills.</p>	Able to produce coherent and accurate reports to a good standard.
COMMUNICATION SKILLS	<p>Able to communicate effectively with a range of internal and external clients and fellow professionals.</p> <p>Good visual and oral communication skills.</p>	
LEADERSHIP	Decision making skills.	Demonstrable experience of leadership skills.
PERSONAL REQUIREMENTS	<p>Committed, hardworking and professional.</p> <p>Must be flexible; may be required to stay away from home on some projects.</p> <p>To be responsible for the maintenance of own continuous professional development.</p>	