

ASSISTANT SUPERVISOR FIELDWORK– ROLE SPECIFICATION

ROLE ATTRIBUTES

- As an archaeologist, your role will involve identifying, investigating, recording and interpreting archaeological data. Wessex Archaeology's ability to provide a high-quality service for its client's rests on the quality of the primary work you do, and the accuracy of the records you make.
- You will use learned and practiced techniques to excavate, or otherwise investigate, archaeological features, deposits and artefacts of many different types and periods, in both urban and rural settings (which may include intertidal and foreshore), and on a variety of different geologies. In doing this you will follow Wessex Archaeology's standard fieldwork methods and processes (as set out in the fieldwork recording manual) and other appropriate instructions.
- As an Assistant Supervisor you will learn strategies and techniques to maximise the outcomes of a project/task within time and budgetary constraints. You will apply these tools to allow you to develop feature or site-specific strategies, to implement them across your team and to monitor progress in line with the required outcomes of the project/task brief. Making decisions on personnel and site management matters, under the direction of, and in conjunction with, the site director or project manager, will help you to develop your management and communication skills, to enhance your knowledge of archaeological methods and strategies, to contribute to the successful completion of projects and to meet performance and delivery targets.
- Archaeological remains are a finite resource and you have a responsibility to produce an accurate and appropriate record of the archaeological remains you expose and excavate. This will form the permanent record essential for the preservation of archaeological information for the future, and upon which any interpretation of the archaeological resource is based. This will require an ability to identify the archaeological deposits, features and finds you excavate, and an understanding of the formation processes responsible for their character and condition.
- The decisions you make, and strategies you employ in the gathering, recording and interpretation of archaeological data will contribute to the preliminary and subsequent understanding of the site. Data gathering will not be limited to work in the field. There will also be tasks undertaken post-excavation, including checking and consolidation of the site archive, and specialist tasks such as processing finds and environmental samples under appropriate supervision. Such works requires the same quality and care in practice and recording, to maximise the data recoverable from the archaeological resource. This work will inform the post-excavation assessment of the site's significance, and be the basis for the public dissemination of the results of the fieldwork, including its publication in both academic and popular media.
- Wessex Archaeology is committed to creating a very high-quality product. This is achieved by the efficiency, reliability and excellence of the work you undertake as a member of the team. It is the responsibility of those more senior to help you understand the importance and value of the work you do. At the same time, it is your responsibility to improve, increase and share your skills and knowledge, seeking guidance and support whenever necessary.
- Communication is essential in your role. You must be respectful and mindful of your audiences and act appropriately. As an Assistant Supervisor you will help with the development of more junior staff assisting them with basic excavation and recording skills through mentoring and coaching.

Behavioural Attributes

An Assistant Supervisor is expected to:

- Be open to learning and receiving direction;
- Communicate appropriately and respectfully;
- Be responsible and accountable for your work, actions and decisions.
- Help provide support, guidance and advice to more junior staff