**Geomatics Project Manager - Role Specification**

**ROLE ATTRIBUTES**

* Your role will involve managing projects which contribute to the archaeological information and the high-quality record Wessex Archaeology provides as a service for its customers. Your role will also involve providing support to other parts of the business to ensure efficient, safe and high-quality work can be carried out.
* You will have strong inter-personal skills and will focus on building and managing an effective team, imparting to it a clear vision for how it will work collectively achieve the company and team goals and deliver results effectively and safely. You will integrate the team fully in the process of innovation and improvement; and assess the impacts of change on performance to adapt and improve in a continuous cycle of plan, do, check, act.
* You will provide support for the team in following standard geomatics methods and processes, enabling them to work effectively. Where necessary you may be required to contribute to the updating of these processes.
* The decisions you make, and strategies you employ in the design of archaeological projects will contribute to the preliminary and subsequent understanding of the site as well as the financial success of the project.
* As a Project Manager you will employ strategies and techniques to maximise the outcomes of a project/task as well as define the time and budgetary constraints. It is your responsibility to ensure the successful completion of projects and to make sure they meet performance and delivery targets.
* Active management of risk is a key element of your role, ensuring the safety of staff working on your projects and tasks conducted under your direction. You must be mindful of risks and aim to reduce or control them wherever possible.
* Effective and appropriate communication is a central part of your role, and you will show leadership in mediating and resolving complex and sometimes difficult and unforeseen situations, involving clients, suppliers, professionals and colleagues, ensuring the continued smooth running and high quality of the business;
* As a Project Manager you will form a key part of the development and training of staff; you must set a positive example, and proactively manage their development. This will include allocating tasks, monitoring of progress and dealing with any performance issues.

**Behavioural Attributes**

A Project Manager is expected to:

* Be visible, accountable and trustworthy;
* Be optimistic and a positive influence, inspiring creativeness and innovation in others;
* Provide the mentoring, coaching and training for your team;
* Provide encouragement, recognition and reward when it is due;
* To be assured and confident in your work and personal interactions.

**Key Responsibilities**

In addition to the above and any responsibilities of more junior grades, a Project Manager is expected to:

* Approve OPEX and minor CAPEX purchase orders;
* Conduct quality control checks on WSIs, reports, figures, data and utility drawings;
* Sign off WSIs, reports and risk assessments;
* Sign off on methodologies for high risk surveys (e.g. UAV surveys, confined spaces);
* Assist in the management of the Geomatics department;
* Line manage and provide guidance for staff within the department
* Tender for and effectively manage Geomatics projects;
* Engage with Wessex Archaeology’s project management procedures and systems.