**Assistant Geomatics Supervisor - Role Specification**

**ROLE ATTRIBUTES**

* As a geomatician, your role will involve using a variety of geomatics equipment and techniques to 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 use learned and practiced techniques to set up, collect and process information of many different types, and provide survey and administrative support. In doing this you will follow Wessex Archaeology’s standard geomatics methods and processes and other appropriate instructions, under the direction of supervising staff, seeking their guidance and assistance where necessary.
* The historic environment is a finite resource and you have a responsibility to produce an accurate and appropriate record. 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/ historic features, and an understanding of appropriate techniques to employ in recording them. There will also be tasks associated with processing, interpretation and reporting of the data. Such works requires the same quality and care, to maximise the information gained, as well as understanding its limitations.
* 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 task specific strategies, to implement them within your team, to monitor progress in line with the required outcomes of the project/task brief and advise those who rely on your knowledge and skill in this specialist area. Making decisions under the direction of, and in conjunction with, senior staff, will help you to develop your management and communication skills, to enhance your knowledge of methods and strategies, to contribute to the successful completion of projects and to meet performance and delivery targets.
* 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 survey and recording skills through mentoring and coaching.
* Your work will form a key part of Wessex Archaeology’s deliverables and working practices, and should be undertaken with utmost care. After having been sufficiently trained you should be able to undertake routine tasks independently, with little need for QC. It is expected that more complicated tasks and all deliverables will require more extensive QC and edits.

**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.

**Key Responsibilities**

In addition to the above and any responsibilities of more junior grades, an Assistant Supervisor is expected to:

* Fill in equipment timesheets;
* Compile equipment usage data;
* Help provide support, guidance and advice to more junior staff.