

FIELDWORK OFFICER (TERRESTRIAL AND COASTAL & MARINE) – ROLE SPECIFICATION

ROLE ATTRIBUTES

- As an officer grade archaeologist your role will involve undertaking and directing the identification, investigation, recording, interpretation and reporting of archaeological data. Wessex Archaeology's ability to provide a high-quality service for its client's rests on the quality of the work undertaken by you and/or those under your direction, and the accuracy of the resulting records and reports.
- You will use learned and practiced techniques to direct the excavation, or other investigation, of 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 ensure that Wessex Archaeology's standard fieldwork methods and processes (as set out in the fieldwork recording manual) and other appropriate instructions, are followed. You will work under the direction of, and be responsible to, a project manager, seeking their guidance and assistance where necessary.
- Your experience as a field archaeologist means that you are familiar with a wide range of archaeological deposits, features and finds of different periods, and an understanding of the formation processes responsible for their character and condition. Archaeological remains are a finite resource, and you have a responsibility for ensuring the production of a comprehensive, accurate and appropriate record of the site under your direction. 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.
- Your experience in supervising archaeological fieldwork means that you understand how the decisions you make, and strategies you employ in the gathering, recording and interpretation of archaeological data, contribute to the understanding of the site. You appreciate the need to have a planned approach so that the overall site information can be tracked, quantified and interpreted in such a way as to inform the post-excavation work.
- As an archaeological officer a key element of your job will be providing day to day on-site and off-site support for the project manager, keeping them fully informed about all aspect of the progress of the fieldwork. You will have an active role in carrying out and developing the fieldwork strategy, delegating tasks to supervisors, monitoring the work of archaeologists under your direction. You will encourage and mentor team members by helping them develop their skills and experience and so achieve their full potential.
- You may also be given responsibility for running a project in accordance with an agreed project design. This will involve not only following the excavation strategy for the site, but also taking the initiative and making decisions on personnel and site management matters, under the direction of, and in conjunction with, the project manager. You will be mentored in personnel management skills in order that you can take a full role in the successful completion of projects and the achievement of performance and delivery targets.
- You will be responsible for vital post-excavation tasks including the consolidation, collation and synthesis of site data. You will use the data to create an archaeological interpretation of the site, and assess its significance within the context of local, regional and national research priorities, and its potential for further analysis and reporting. You have the skills to collate, synthesise, interpret and research archaeological data, and to communicate clearly in written reports.
- 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. It is your responsibility to improve, increase and share your skills and knowledge, seeking guidance and support whenever necessary.

- Communication with is essential in your role. You will need communicate effectively with the project manager and other senior staff, while communication with your peers will be essential for the further development of your skills. Staff under your direction will look to you for mentoring and coaching and as an example of what an experienced archaeologist is. You must be respectful and mindful of your audiences and act appropriately.

BEHAVIOURAL ATTRIBUTES

An Officer is expected to:

- Be open to learning and receiving direction;
- Be approachable in providing support, guidance and advice to those under your direction;
- Communicate appropriately and respectfully;
- Be responsible and accountable for your work, actions and decisions;
- Be confident, innovative and show good judgement in problem solving and decision making.