**Finds & Environmental Officer – Role Specification**

**Role Attributes**

* As a finds/environmental archaeologist your role will include using learned and practiced techniques to process finds and environmental material, learning in these specialist areas how to be maximise the information and why careful and meticulous recording from start to finish ensures a high-quality end product. You will have responsibility for assessing and prioritising the programme of processing liaising with project managers to understand the delivery priorities for the company and the assist with the smooth flow of the project from field to production.
* As a finds/environmental officer archaeologist you are responsible for the accurate recording of the material you are processing as this contributes to the permanent record of primary data essential for the preservation of the archaeology for the future. Working within the post excavation team your role is also to add to the interpretation of the archaeological material by making rapid scans of artefacts and ecofacts, this may recommend and advise further site strategy during the fieldwork phase of a project and adds to the overall site information which informs the assessment and report made available to the public.
* At the officer grade within the Research and Geoservices department you will contribute to the preparation and development of project designs and tenders as well as preparing specialist reports to add to the assessment and publication reports, in particular where this relates to your specialist area of expertise. This expertise is crucial for the correct and best use of allocated project time to minimise waste and repetition, your experience ensures the smooth flow of knowledge, dissemination and consultation of this expertise fulfil the overarching aims of the business and are enshrined in the culture of the company.
* Wessex has a commitment to creating a high-quality product, this is achieved through not only standardised process but also by the efficient, reliable and excellent work each individual is expected to encapsulate. As an archaeologist, this will include creating accurate, well interpreted and researched records and data which may eventually contribute to published material.
* As an archaeologist, you make decisions on interpretation of archaeological data, you should ask for guidance and assistance, this is the responsibility of those more senior, to help you understand how, why and what you do is important.
* Communication is essential in your role as a post excavation officer, to your peers; they will share their experiences with you. With junior staff, you have to guide and teach them they will look to you for mentoring and coaching and as an example of what an archaeologist is.
* As an officer, you must be respectful and mindful of your audiences and act appropriately it is important we share our knowledge with everyone.

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**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.