**Illustrator Officer Grade – Role Specification**

**Role Attributes**

* As an officer, your role will include using a variety of learned and practiced techniques to undertake a variety of illustrative works and visualisations. You are responsible for creating illustrations based on the information supplied as part of the project briefing. Your work will contribute to the permanent record essential in the preservation of archaeology for the future. Your role is also to advise project teams on the best methods to achieve the desired project aims, and to interpret the briefs to ensure the visuals produced contribute to and enhance the reports, publications and community materials.
* 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 an illustrator at officer grade, this will include creating accurate, well interpreted and researched illustrations, reconstructions and interpretive data. As an officer, you are also responsible for the production of promotional material including web graphics and community engagement illustrations, these enhance the work we do and helps meet our charitable aims.
* The level of experience you have attained will provide you with an extensive understanding of the time required to complete various illustrative tasks, enabling you to advise others and give accurate estimates. This will help ensure deadlines are met, and the right level of funding is provided for at tendering stage.
* You will be able to manage your own time within the framework of the programme, to be able to make decisions about best workflows, and prioritise your work to ensure deadlines are met within budget.
* 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. You will be highly creative and innovative, and able to offer informed suggestions and write proposals for business development.
* Communication is essential in your role. You will communicate effectively with the project manager and other senior staff. Communication with your peers is essential for the continued development of your skills, and the company’s work processes. Staff under your direction will look to you for mentoring and coaching and as an example of what an experienced illustrator 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.