**Senior Finds/Environmental/Geoarchaeological Officer – Role Specification**

* As a senior officer, 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 artefact/ecofacts 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. You will be responsible for contributing to the overall site data to help create the archaeological interpretation of the site and how this sits within the local, regional and national framework. As an archaeologist, you make decisions on interpretation of archaeological data, experience enables you to understand how, why and what you do is important.
* As a senior officer, 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 Research/Geoservices 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.
* You may also be given responsibility and accountability for managing a project, including developing pre-excavation, excavation, and post excavation strategies based on the design documentation to which you will have contributed to. This will involve 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 and holistic project delivery, from tender to archive, and the achievement of performance and delivery targets.
* At the senior officer grade within the Research/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, 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.
* You will be responsible for specialist tasks including the consolidation, collation and synthesis of data. You will use the data to create an 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, including for publication in both academic and popular media;
* 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 the leader of a fieldwork 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 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 archaeologist is. You must be respectful and mindful of your audiences and act appropriately.

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**Specialist Tasks**

**Osteoarchaeology (Principal/Senior)**

* To advise on the recovery of human remains on site and where appropriate undertake the excavation of mortuary deposits.
* Give advice and direction including pertinent legislation to managers on project specific requirements.
* Give advice on and, where necessary, oversee post-excavation processing of human remains.
* To assist in Company initiatives with respect to training, outreach and education, both in-house (in particular supervision/advise to junior osteoarchaeologists), and to clients, consultants, other external organisations and the general public.

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**Behavioural Attributes**

A Senior 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.
* Effectively manage tasks and projects in accordance with agreed specifications.