

## **FIELDWORK SUPERVISOR (TERRESTRIAL AND COASTAL & MARINE) – ROLE SPECIFICATION**

### **ROLE ATTRIBUTES**

- As an archaeologist, your role will involve undertaking and supervising the identification, investigation, recording and interpretation of archaeological data. Wessex Archaeology's ability to provide a high-quality service for its client's rests on the quality of the primary work undertaken by you and/or those under your supervision, and the accuracy of the resulting records.
- You will use learned and practiced techniques to supervise 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 senior staff, seeking their guidance and assistance where necessary.
- As archaeological remains are a finite resource you have a responsibility for ensuring the production of accurate and appropriate records of the archaeological resource exposed and excavated by yourself and those under your supervision. These 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 deposits, features and finds, and an understanding of the formation processes responsible for their character and condition.
- Your experience as an archaeologist gives you an understanding of 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. The work you undertake and supervise will inform the post-excavation assessment of the site's significance, and be the basis for the public dissemination of the results of the fieldwork, including its publication in both academic and popular media.
- Data gathering will not be limited to work in the field. There will also be tasks undertaken post-excavation, including checking and consolidation of the site archive, and specialist tasks such as processing finds and environmental samples under appropriate supervision. Such works requires the same quality and care in practice and recording, in order to maximise the date recoverable from the archaeological resource.
- As a supervisor, a key element of your job will be acting in a support role for senior staff, such as the site director (project officer) or project manager. You will have an active role in carrying out and developing the fieldwork strategy, and monitoring the work of archaeologists under your supervision. 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 site director or project manager. In this way, you will be helped to develop your management skills, and take a full role in the successful completion of projects and the achievement of 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 with is essential in your role. You will need communicate effectively with senior staff, while communication with your peers will be essential for broadening and developing your skills. You are likely to be the first point of contact for those staff under your supervision, and will act as a bridge between them and the site director or manager. They will look to you for mentoring and coaching and as an example of what an experienced archaeologist is. Communication is essential in your role. You must be respectful and mindful of your audiences and act appropriately.

## **BEHAVIOURAL ATTRIBUTES**

A supervisor is expected to:

- Be open to learning and receiving direction;
- Provide support, guidance and advice to those under your supervision.
- Communicate appropriately and respectfully;
- Be responsible and accountable for your work, actions and decisions;