

## **GRAPHICS SUPERVISOR – ROLE SPECIFICATION**

### **ROLE ATTRIBUTES**

- As a graphics supervisor, your role will include using learned and practiced techniques to undertake a variety of graphic works using a variety of illustration techniques. You are responsible for creating the illustrations based on the information supplied as part of the project briefing as these contribute to the permanent record essential in the preservation of the archaeology for the future. Your role is also to interpret the briefs to ensure the overall graphics produced contribute and enhance the information which informs the assessment and report made available to the public.
- 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 a graphics supervisor, this will include creating accurate, well interpreted and researched records and data which may eventually contribute to published material.
- As a supervisor, 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. Your role will expand to include preparing and publication illustrations and wide range of promotional material.
- Communication is essential in your role as a graphics supervisor, to your peers; they will share their experiences with you. With junior staff, you have to guide and teach them, your role is key, you are likely to be the first point of contact and will act as a bridge between them and a manager, they will look to you for mentoring and coaching and as an example of what a supervisor is.
- As a supervisor 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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### **Behaviour**

### **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