

SUPPORT SUPERVISOR – ROLE SPECIFICATION

ROLE ATTRIBUTES

- As an administrator, your role will include using learned and practiced techniques to undertake a variety of office-based tasks. Your role means you are often the first point of contact for the company and therefore you play a key role in the enhancement and continuation in the good reputation of the company.
- Your experience as a support Supervisor gives you an understanding of how the decisions you make, contribute to and affect the business strategy of the company. The work you undertaken and supervise will inform the continued success of internal and external projects and tasks.
- As Support supervisor, a key element of your job will be acting in a support role for senior staff. You will have an active role in carrying out and developing the business strategy, and monitoring the work of those under your supervision. You may also be given responsibility for running tasks in accordance with an agreed scope. This will involve taking the initiative and making decisions on personnel and site management matters. In this way, you will be helped to develop your management skills, and take a full role in the successful completion of projects, tasks and the achievement of performance and delivery targets.
- Wessex has a commitment to creating a high-quality product, and your job is to help the team of archaeologists and other specialists achieve this through resource deployment both product and people via vehicle and office supplies, undertake essential corporate correspondence and postal administration.
- Communication is essential in your role as an administrator, 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 supervisors, you must be respectful and mindful of your audiences and act appropriately it is important we share our knowledge with everyone.

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