**Geospatial Specialist – Person Specification**

All Geospatial Specialists are required to perform their role in line with the behaviours listed below. The personal qualities, knowledge, experience, skills and qualifications expected for each grade build upon the previous grades, with only new requirements being listed. All expectations of lower grades apply to the higher grades as well. Behaviours in line with Wessex Archaeology Core values are expected from all grades.

**PERSONAL QUALITIES**

**Technician**

* Ability to work both independently and as part of a team;
* A professional approach to work, colleagues, clients and other professionals;
* Analytical and creative, with problem-solving and interpretative skills;
* Confident and able to make sound decisions;
* Knows when to ask for support and guidance or elevate work requests;
* Systematic approach with attention to detail;
* Committed and hardworking;
* Apply care to all work you carry out;
* Flexibility to stay away from home on some projects;
* Responsibility for the maintenance of your own continuous professional development.

**Assistant Supervisor**

* Ensure work under your supervision is undertaken correctly and to a high quality;
* Open to learning and receiving direction;
* Communicates appropriately and respectfully;
* Be responsible and accountable for your work, actions and decisions;
* Able to multi-task and manage own time.

**Supervisor**

* Ability to effectively communicate with and supervise staff;
* Good written and verbal communication skills;
* Able to communicate effectively with a range of internal and external clients and professionals;
* Be a positive example for others in the team;
* Ability to prioritise workload with support from senior staff;
* Able to work efficiently and within time/cost constraints;

**Project Officer**

* Ability to lead a team;
* Good written and verbal communication skills, including the ability to produce reports to a good standard;
* Ability to analyse and improve procedures;
* Ability to prioritise workload;
* Responsibility for the maintenance of your own continuous professional development and that of junior staff.

**Senior Project Officer**

* Advanced analytical, creative, problem-solving and interpretative skills;
* Excellent written and verbal communication skills, including the ability to produce reports to a high standard;
* Confident, innovative and show good judgement in problem solving, communication and decision making;
* Business minded and aware of opportunities for company and departmental improvement.

**Technical Specialist**

* Ability to lead a large team;
* Confident and able to make and implement sound decisions;
* Assured and confident in your work and personal interactions.
* Responsibility for the maintenance of your own continuous professional development and that of junior staff;
* Business minded and able to take advantage of opportunities for company and departmental improvement.

**KNOWLEDGE AND EXPERIENCE**

**Technician**

*Essential*

* Experience of archaeological practice in geomatics;
  + Understanding of the methods of archaeological investigation and systems of recording, and an appreciation of their limitations;
  + Broad knowledge of archaeological periods, theory and practice;
  + Understanding of the importance and significance of archaeological data;
  + Understanding the professional standards for good archaeological practice;
  + Understanding safe working practices, legislation and regulations and their practical implementation;
  + Geomatics skills to the appropriate level for this grade.

*Desirable*

* + Specialist practical, procedural or theoretical knowledge in one or more areas of archaeology or a related subject area;
  + Experience of archaeological research.

**Assistant Supervisor**

*Essential*

* Experience of working in a professional, commercial archaeological environment;
  + Understanding and experience of the methods of archaeological investigation and systems of recording, and an appreciation of their limitations;
  + Ability to interpret and make value judgements on the importance and significance of archaeological data.

**Supervisor**

*Essential*

* Experience and understanding of archaeological practice in geomatics and the in-depth knowledge required to offer support to other staff;
  + Understanding and experience of implementing the professional standards for good archaeological practice;
  + Understanding and experience of safe working practices, legislation and regulations and their practical implementation;
  + Evidence of producing appropriate deliverables to the required standards;
  + Experience of providing professional skills training.

*Desirable*

* + Experience of supervising site and/or office-based staff in the implementation of archaeological projects and other duties.

**Project Officer**

*Essential*

* Experience and understanding of archaeological practice in geomatics and the in-depth knowledge required to offer support to other staff with complex problems;
  + Experience of creating guidance documents and procedures for data capture and processing;
  + Specialist theoretical, practical or procedural knowledge in geomatics;
  + Experience of supervising and directing teams of site and/or office-based staff in the implementation of archaeological projects and other duties;
  + Understanding of resource management.

**Senior Project Officer**

*Essential*

* Experience of working in a professional, commercial archaeological environment and knowledge of the current frameworks for the management of commercial archaeology;
  + Specialist practical, procedural or theoretical knowledge in one or more areas of archaeology or a related subject area;
  + Experience of archaeological research;
  + Experience of leading a team;
  + Knowledge of tender preparation.

*Desirable*

* Experience of tender preparation;
* Experience of mentoring junior staff;
* Understanding of financial and resource management.

**Technical Specialist**

*Essential*

* + Specialist practical, procedural or theoretical knowledge in one or more areas of archaeology or a related subject area;
* Experience of tender preparation;
* Experience of designing project methodologies;
* Experience of mentoring junior staff.

**SKILLS**

**Assistant Supervisor**

* + All Core and any 4 of Technical Geomatics skill tracks, or all Core and at least one Technical Geomatics skill tracks, to the appropriate level, according to your career path.

**Supervisor**

* + All Core and any 5 of the Technical Geomatics skill tracks, or all core and at least one Technical Geomatics skill tracks, to the appropriate level, according to your career path.

**Project Officer**

* + All Core and any 5 of Technical or Specialist Geomatics skill tracks, or all Core and at least one Technical or Specialist Geomatics skill tracks, to the appropriate level, according to your career path.

**Senior Project Officer**

* + All Core and any 6 of the Technical Geomatics skill tracks, plus an understanding of the other tracks or all Core and a Technical Geomatics skill track according to your career path.

**Technical Specialist**

* + All Core and any 6 of the Technical Geomatics skill tracks, plus an understanding of the other tracks or all Core and a Technical Geomatics skill track according to your career path.

**QUALIFICATIONS AND ACCREDICATIONS**

**All Grades**

*Essential*

* Education to Degree level in an appropriate subject, or demonstrable experience to an equivalent level.

*Desirable*

* Membership of an appropriate accredited professional body, commensurate with the level of responsibility.

**DRIVING**

**Technician**

*Essential*

• Full, clean, UK (Category B) driving licence or equivalent.

*Desirable*

• Experience of driving vans, minibuses (category D1) and 4x4 vehicles.

**Project Officer**

*Essential*

• Experience of driving vans, minibuses (category D1) and 4x4 vehicles.