**Geospatial Specialist – Role Specification**

All Geospatial Specialists are expected to perform the role as specified, with a level of competence to mastery in keeping with the grade at which they are employed. Whilst some staff will more regularly transition between office and site work, others will be primarily office based and generally more focused on their specialisms; these staff will either be hired on this basis or transition into this role as part of their development. The expectations of these more focussed staff are slightly different, being greater in areas related to their specialism and less in areas related to fieldwork. In addition, they are expected to master fewer specialisms as they progress. These differences are reflected in the accompanying tables. Leadership and mentoring are expected of the higher grades. Behaviours to Wessex Archaeology norms in line with WA Core values are expected from all grades.

**Key Team Roles and skills**

To be performed to competence appropriate to grade:

1. Conduct geospatial survey in the field and office/ handling of geospatial data.
2. Support teams in the field through equipment provision and maintenance, providing guidance and technical support, spatial data preparation, and processing, checking and tidying survey data/ support other teams’ use of geospatial data.
3. Undertake administration tasks associated with the role.
4. Keep records as part of the project archive.
5. Undertake desktop utility mapping (where CAD use forms part of skillset).
6. Prepare and contribute to client reports.
7. Provide input and advice to projects.
8. Prepare method statements, survey designs, and risk assessments.
9. Assist colleagues with technical aspects of projects.
10. Other tasks according to specialisms (e.g. GIS, Remote Sensing, Laser Scanning, UAV, Walkover Surveys)

**Grades and Progression**

The object of grading is to ensure Wessex Archaeology has the correct level of expertise for each task when deployed in a project team, and to ensure individuals have a career progression.

**Competence***:* - Able to perform the role without direct supervision; will seek support for more complex problems.

**Skill***:* - Able to perform the role, give oversight and innovate to a level of expertise recognised as effective within the team; will only require support for emerging problems.

**Command**: - Able to perform the role, give oversight and innovate to a level of expertise recognised as effective by grade peers; able to offer support for problems.

**Mastery***:* - Able to perform and instruct in the role and draw on significant experience, to a level of expertise recognised as effective across the company; able to recognise and manage emerging problems.

**Industry Recognised***:* - For a technical specialism recognised by peers industry wide in other commercial and NFP organisations, academia and regulatory bodies. Typically measured by oral and poster presentations and papers or acknowledged in practice.

**Technician**

At Technician level the Geospatial Specialist is expected to perform elements 1- 4 of the role specification COMPETENTLY by the completion of their probationary period. Technicians may contribute to elements 6-7 in select cases where the Technician has relevant experience and knowledge.

**Assistant Supervisor**

At Assistant Supervisor level the Geospatial Specialist is expected to perform elements 1- 5 of the role specification COMPETENTLY, with elements 6-7 performed in select cases where there is relevant experience and knowledge. In addition:

* Assist in the day-to-day support of junior staff.
* Produce routine deliverables which require minimal QC.
* Conduct support of local field teams.

**Supervisor**

At Supervisor level the Geospatial Specialist is expected to exhibit SKILL in the performance of elements 1-5 and COMPETENCE in all elements, including a number of specialisms. In addition:

* To act as lead Geospatial Specialist on smaller projects, including supervising and supporting junior or non-specialist colleagues and undertaking quality control.
* Provide supervision, support, guidance and training to junior staff.
* Produce deliverables within your skillset which require minimal edits after QC.
* To provide advice and training to colleagues.

**Officer**

At Officer level the Geospatial Specialist is expected to exhibit SKILL in the performance of most elements of the role specification, including their specialisms and COMPETENCE in all elements. In addition:

* To act as lead Geospatial Specialist on larger projects, including supervising and supporting junior or non-specialist colleagues and undertaking quality control.
* Provide supervision, support and guidance to less senior staff and oversee the day-today training of junior staff.
* Oversee and facilitate the support of other departments including training.
* To write and update department procedures.
* Produce deliverables which require minimal edits after QC.
* Provide QC for data and deliverables within your skillset.
* Contribute to/produce project designs and client reports, including issuing drawing briefs and liaising with other specialists.
* Oversee the support of local field teams.
* Project time and cost management.

**Senior Officer**

At Senior Officer grade the Geospatial Specialist is expected to display a COMMAND of the techniques of most elements of the role specification, including their specialisms and display SKILLS in all elements. In addition to the Officer role:

* Provide leadership within the Geomatics Team.
* Demonstrate understanding of the remaining specialisms.
* Act as lead Geospatial Specialist on the most complex projects, including supervising and supporting junior colleagues, undertaking interpretation and reporting on these projects, quality control, and deputising for the Technical Specialist or Project Manager when required.
* Liaise directly with the client and/ or monitors during projects where required, including client meetings when necessary.
* Contribute to technical peer-peer review, within team as QC and across teams.
* Oversee and facilitate the support of other departments including training.
* Responsible for data quality within a project; checking, maintaining and collating geospatial data.
* Produce project designs and client reports, including issuing drawing briefs and liaising with other specialists.
* Contribute to tender documents, under the supervision of a Technical Specialist or Manager.
* Assist in Company initiatives with respect to training, outreach, and education, both in-house (in particular supervision/advice to junior staff), and to clients, consultants, other external organisations and the general public.
* Act as subject matter expert (SME) in defined areas of expertise.

**Technical Specialist (AKA Principal)**

At Technical Specialist grade the Geospatial Specialist is expected to display a MASTERY of the techniques of most elements of the role specification, including their specialisms and COMMAND in all elements. In addition, the Technical Specialist is expected to demonstrate INDUSTY RECOGNITION in at least one element of the role. At Technical Specialist level a Geospatial Specialist shall have the opportunity to prioritise a more technical or more managerial bias, at their preference and given assessed aptitude and role availability within the discipline.

In addition to the Senior Officer role:

* Technical accountability for one or more elements of the Geomatics Team’s specialist portfolio (e.g. UAV, Laser Scanning, Remote Sensing, BIM).
* Act as lead Geospatial Specialist on large and/or complex and especially unique or novel projects, including supervising and supporting junior colleagues, undertaking interpretation and reporting quality control, and deputising for the Project Manager when required.
* Liaise directly with the client and/ or monitors and stakeholders during projects, providing cross-project support from corporate knowledge of the industry and/or areas of operation.
* Technical peer-peer review across directorates.
* Manage Geomatics projects under the direction of a Project Manager, including responsibility for tender costs, project budgets, and timescale/delivery.
* Responsible for assigned project costs including day-to-day expenditure, able to review team cost and resourcing for efficiency improvements.
* Assist Project Managers in management of the department and staff workloads.
* Autonomously design, conduct and direct Geomatics fieldwork, supervising and supporting junior colleagues.
* Responsible for logistical elements of a project, including set-up, equipment and plant specification and hire.
* Responsible for approving Risk Assessments under Accountable manager.
* Ensure cross-project deliverable quality and contribute to QMS reporting.
* Prepare templates for method statements, project designs, survey designs, reports and risk assessments, and undertake quality control and sign off of those produced by junior colleagues.
* Prepare tender documents, and to undertake tendering and business development tasks under the supervision of a manager.
* Lead and/ or organise on-the-job training to all grades.
* Undertake technical mentoring, within and across the directorates.
* Proactively advise colleagues and clients concerning technical aspects of projects.
* Lead in Company initiatives with respect to training, outreach, and education, both in-house (in particular supervision/advise to junior staff), and to clients, consultants, other external organisations and the general public.
* Lead in innovation, suggest and implement novel techniques and methodologies for improving geoarchaeological work across our business lines.
* Able to act as Subject Matter Expert (SME) on all elements of Geomatics work. Ownership of relevant workflows and procedures.

**Role Specific Key Certified Skills** (all training provided)

* CSCS
* First Aid at Work
* Asbestos Awareness (OL)
* CAT & Genny training
* Driver Training – Basic Awareness
* 4x4 training
* UAV Pilot Qualification (specific role and department requirements dependant)
* Yellow Card training
* SSSTS/SMSTS training
* Confined Spaces training
* Working at Height training

**Further Certified Skills and Training**

All mandatory training required by Wessex Archaeology, that are not role specific.

* Risk Assessment training (grade dependant)
* IOSH Training (grade dependant)
* Fire Awareness (OL)
* Manual Handling (OL)
* Display Screen Awareness (OL)

**Competency Matrix**

Green equals at that performance level, orange one below, e.g. skilled drops to competence.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Generalist** | **Technician** | **Assistant Supervisor** | **Supervisor** | **Officer** | **Senior Officer** | **Technical Specialist** |
| **Expected performance level** | **Competence** | **Competence** | **Skilled** | **Skilled** | **Command** | **Mastery** |
| Geospatial survey and record keeping |  |  |  |  |  |  |
| Field team support | Assist | Conduct |  | Lead |  |  |
| Administration |  |  |  |  |  |  |
| Desktop Utility Mapping |  |  |  |  |  |  |
| Reporting | Contribute where appropriate | Where appropriate |  |  |  |  |
| Technical / Specialist advice  | Contribute where appropriate | Where appropriate |  |  |  |  |
| Method statements/survey designs |  |  |  |  |  |  |
| Risk Assessments |  |  |  |  |  | Approval |
| Geospatial Specialisms | Shadow | Assist |  |  |  | Understand other specialisms |
| Geospatial Deliverables |  | Routine Tasks |  |  |  |  |
| Supervision |  | Assist |  |  |  |  |
| Mentoring and Leadership |  |  |  | Contribute |  |  |
| Line Management |  |  |  |  |  |  |
| Geomatics Staff Training |  | Support |  | Lead |  |  |
| Training Other Teams | Contribute |  |  |  | Lead |  |
| Project Lead | Where appropriate | Where appropriate | Small projects | Larger projects | Complex projects |  |
| Field Team Data Quality Control |  |  |  |  |  |  |
| Deliverables Quality Control |  |  |  | Where appropriate | Contribute |  |
| Client and Monitors Liaison |  |  |  |  |  |  |
| Deputising for PM/TS |  |  |  |  |  |  |
| Tendering |  |  |  |  | Contribute |  |
| Project Management |  |  |  |  | Contribute |  |
| Business Development |  |  |  |  | Contribute |  |
| R&D |  |  | Contribute |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Focused** | **Assistant Supervisor** | **Supervisor** | **Officer** | **Senior Officer** | **Technical Specialist** |
| **Expected performance level** | **Competence** | **Skilled** | **Command** | **Mastery** | **Mastery** |
| Geospatial data handling and record keeping |  |  |  |  |  |
| Geospatial data support | Conduct |  | Lead |  |  |
| Administration |  |  |  |  |  |
| Desktop Utility Mapping | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset |
| Reporting | Where appropriate |  |  |  |  |
| Technical / Specialist advice  | Contribute |  | Lead |  |  |
| Method statements/survey designs |  | Contribute |  |  |  |
| Risk Assessments |  |  |  |  | Approval |
| Geospatial Specialisms | Contribute |  | Lead |  | Understand other specialisms |
| Geospatial Deliverables | Routine Tasks |  |  |  |  |
| Supervision | Assist |  |  |  |  |
| Mentoring and Leadership |  |  | Contribute- Competent |  |  |
| Line Management |  |  |  |  |  |
| Geomatics Staff Training | Support |  | Lead |  |  |
| Training Other Teams |  |  |  | Lead |  |
| Project Lead |  | Where appropriate | Small projects | Larger projects |  |
| Field Team Data Quality Control | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset | Where relevant to skillset |
| Deliverables Quality Control |  |  | Where appropriate |  |  |
| Client and Monitors Liaison |  |  | Assist |  |  |
| Deputising for PM/TS |  |  |  |  |  |
| Tendering |  |  | Contribute |  |  |
| Project Management |  |  |  | Contribute |  |
| Business Development |  |  |  | Contribute |  |
| R&D |  | Contribute |  |  |  |