**Terrestrial Geophysics senior Officer – Role Specification**

**Role Attributes**

* As a senior officer grade geophysicist, your role will include using learned and practiced techniques to direct geophysical fieldwork in different locations using a variety of techniques (gradiometer, resistivity, EM, GPR, ERT). You will be responsible for running sites from project set up through to report delivery.
* Communication is essential in your role. You will need communicate effectively with senior staff, while communication with your peers will be essential for the continued development of your skills, and the company’s work processes. As a senior officer you will provide leadership and help with the development of junior staff, assisting them with effective running of sites through mentoring and coaching. You must be respectful and mindful of your audiences and act appropriately.
* As a geophysicist, you will have projects and tasks for which you have responsibility and accountability, including developing a fieldwork strategy based on the design documentation which you use to inform a wider and holistic site strategy, this will also encompass personnel and management elements. Your job is to help realise and encourage the experience of your team assisting them in achieving their full potential, in this you will be mentored and mentor others in personnel management skills which deal with performance and delivery target achievement.
* As part of the project design process you will proactively advise colleagues on technical aspects of projects, acting as a subject matter expert. You will produce tender documents under supervision of the manager.
* As a senior officer grade geophysicist, you will be responsible for the production of survey reports and quality control of peers’ work. This includes processing and interpretation of the data, as well as writing the report. You will use your experience to produce an informed and considered interpretation to allow for effective management of the archaeological risk going forward.
* 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 geophysicist, this will include creating accurate, well interpreted and researched records and data which may eventually contribute to published material.
* The decisions you make, and strategies you employ will contribute to the subsequent understanding of the site. As an Officer, your role will not be limited to work on archaeological survey, there will also be tasks undertaken at a corporate and company level which may include production of marketing material, business material, and internal company information. Such works requires the same quality and care.
* You will learn strategies and techniques to maximise the outcomes of a project/task within time and budgetary constraints. You will apply these tools to allow you to develop task specific strategies, to implement them within your team and advise those who rely on your knowledge and skill in this specialist area. Making decisions under the direction of, and in conjunction with, senior staff, will help you to develop your management and communication skills, to enhance your knowledge of methods and strategies, to contribute to the successful completion of projects and to meet performance and delivery targets.
* Your work will form a key part of Wessex Archaeology’s deliverables and working practices, these should be undertaken with utmost care. With training you should be able to undertake routine tasks independently, with little need for QC. More complex processes and deliverables will require more extensive QC and edits.

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**Behavioural Attributes**

An Officer is expected to:

* Be open to learning and receiving direction;
* Be approachable in providing support, guidance and advice to those under your direction;
* Communicate appropriately and respectfully;
* Be responsible and accountable for your work, actions and decisions;
* Be confident, innovative and show good judgement in problem solving and decision making;
* Effectively manage tasks and projects in accordance with agreed specifications.