

COTSWOLD ARCHAEOLOGY

JOB SPECIFICATION

Post Title:	Project Supervisor
Responsible to:	Project Manager or Senior Project/Project Officer
Responsible for:	Archaeologists and Trainees
Purpose:	To lead specified fieldwork projects, ensuring performance targets are met (or exceeded), and assuring the quality of archaeological recording and understanding. To assist in the supervision of larger/more complex projects led by a Senior Project/Project Officer.

Main Activities:

- (a) Deliver own fieldwork projects to time, budget, quality and health and safety requirements.
- (b) Assist the Senior Project/Project Officer with the supervision of larger fieldwork projects, and deputise for Senior Project/Project Officer where appropriate.
- (c) Assist in the development of Archaeologists and Trainees through regular performance reviews and constructive feedback, providing appropriate tool-box talks and coaching.
- (d) Assure the quality of archaeological understanding and site records, and oversee the compilation of archaeological archives to required standards (assist the Senior Project/Project Officer in these tasks on larger projects).
- (e) Author typescript fieldwork reports efficiently and accurately.
- (f) Monitor and provide regular reports to Project Manager/Senior Project/Project Officer on project progress (budgetary and archaeological), logistical, staff and health and safety issues, and to maintain appropriate liaison with clients, Local Government officers, and contractors.
- (g) Ensure accurate maintenance of appropriate administrative records, including timesheets and plant and labour returns.
- (h) Ensure effective deployment, maintenance and care of vehicles, plant and equipment, and maintain/provide accurate records ensuring accidents, damage and malfunctions are reported promptly and appropriately.
- (i) Ensure fieldwork is carried out in accordance with the CA Health and Safety policy, and to prepare Risk Assessments and other relevant documentation.
- (j) Assist Project Managers in pre-project planning and preparation including undertaking the preparation of written schemes of investigation, trench plans, obtaining service information, notifying utility companies prior to excavation and making appropriate contact with landowners and agents and other relevant parties.
- (k) Contribute to departmental processes and working practices via Learning Reports, feedback to Committee Representatives and/or project leaders, and discussion at performance reviews.

- (l) Actively promote, and develop a greater public awareness and appreciation of the work of CA through displays, publications, contributions to the website, media liaison, lectures etc.
- (m) Carry out any other duties commensurate with responsibilities as CA may determine from time to time.

Personal Specification:

Essential

- (a) Sound knowledge of archaeological practice, including a general familiarity with the archaeology of Britain at all periods.
- (b) Experience of the supervision of small to medium-sized fieldwork projects (including evaluations and excavations).
- (c) The ability to author typescript fieldwork reports efficiently and accurately.
- (d) The ability to organise, motivate, train, appraise and direct staff.
- (e) Good working knowledge of all relevant Health and Safety requirements, and other relevant legislation.
- (f) The ability to communicate efficiently and courteously with sponsors and clients of CA, officers of other bodies and members of the public.
- (g) Administrative ability in the keeping of accurate records and accounts and the submission of reports.
- (h) A full manual driving licence.
- (i) Basic competence in MS Word, and other software such as MS Access and Excel.
- (j) Competent in carrying out first aid.

Desirable

- a) Demonstrable potential to undertake stratigraphic analysis and contribute to post-excavation analysis and reporting.
- b) Survey skills, including ability to operate Leica GPS/TST, and basic knowledge and understanding of CAD.
- c) Experience of driving 4x4 vehicles, vans and minibuses.
- d) Membership of the Chartered Institute for Archaeologists