

Job Specification

Job Title: Geophysics Supervisor - Level 2

Grade: WY05

Job Evaluation Code:

Reporting to:

Geophysics Project Manager

Location:

Joint Services HQ, Morley, Leeds and other locations and sites across the UK as required by the commercial needs of the service.

Service Area:

Archaeological Services WYAS

Overall Purpose of the Post:

In accordance with ASWYAS procedures to supervise, and co-ordinate with the supervision of geophysics projects of all scales and complexities including when required the production of reports, liaise with clients and consultants, and ensuring that geophysics projects are delivered within the financial, time and quality constraints set by the geophysics project manager or other service managers.

Requirements for the post		
	Essential	Desirable
Qualifications/ Training	<p>Educated to degree level in relevant professional area</p> <p>Hold an CSCS Card</p> <p>Evidence of continuous professional development</p>	<p>Associate, Practitioner or Member of the Chartered Institute for Archaeologists</p>
Knowledge	<p>Practical knowledge of techniques in relation to the investigation and recording of geophysical surveys, archaeological sites and landscapes.</p> <p>Basic knowledge of the application of Health & Safety legislation to the investigation of archaeological sites and landscapes.</p> <p>Broad knowledge of the archaeology of prehistoric and historic Britain in both rural and urban contexts.</p> <p>Broad knowledge of IT applications in relation to investigating and recording archaeological sites and landscapes.</p>	
Experience	<p>Experience of supervisor, or assistant supervisor, roles in commercial organisations within fieldwork</p> <p>Experience of applying supervisory techniques in geophysical surveys, archaeological investigation and recording projects</p> <p>Practical experience of undertaking geophysics surveys of prehistoric and historic archaeological sites, in both rural and urban contexts</p> <p>Experience of compiling, writing and editing project reports</p> <p>Experience of supervising a team of professional staff tasked with</p>	<p>Experience of employing current best-practice in excavation recording techniques and post-excavation processes</p> <p>Experience of working in a local authority environment</p>

	delivering agreed outcomes to time and budget	
Physical and Mental Skills	<p>Good demonstrable writing, presentation and communication skills and a high level of computer literacy</p> <p>A full clean driving licence</p> <p>The postholder must be prepared to travel around England as required. Transport will be provided and a full driving licence is essential</p>	Excellent analytical skills
<p>Competencies:</p> <p>Focus on Customers and Clients</p> <p>Business Planning and Innovation</p> <p>Effective Forward Planning</p> <p>Motivating and Developing High Performing Teams</p>	<p>Understand the needs of customers and to communicate with the effectively both through written reports and verbally. Good CRM skills, to facilitate positive relationships with clients, customers and professional archaeological regulators</p> <p>Understand the needs of the service and able to plan and structure the work to ensure objectives are achieved within required timescales, anticipating contingencies and making best use of available resources</p> <p>When required to cross skill to meet the needs of clients and workload of ASWYAS</p> <p>Able to work effectively with the other members of the service's management team to ensure that resources are targeted efficiently to the requirements of emerging workloads</p> <p>Able to review and monitor and report to the geophysics project manager or project officer on the performance of their team against financial targets and agreed outcomes</p>	

Managing Successful Delivery	Able to support the geophysics and geophysics project manager or project officer in dealing with conflicting demands and priorities of an unpredictable nature; responsible for own resilience to deal with mental demands of long periods of concentration required to deal with complex technical issues	
Decisive Problem Solving	Able to find and implement quickly creative and innovative solutions to complex and unforeseen problems, with the support from management for if required.	

Key Outcomes/ Activities

- Geophysics projects which are highly profitable whilst achieving satisfactory outcomes for its clients.
- Geophysics projects which are highly regarded by archaeological curators and in the wider archaeological profession.
- Staff who are well briefed and supervised to carry out efficient geophysics projects, and who are motivated to achieve and develop their own skills.
- For geophysics projects establish grids using tapes and GPS. Construct and deconstruct different survey equipment, download and archive data. Interpretation of survey databases using CAD.
- For excavation projects to use the GPS to lay out trenches and for survey. To record accurately and rapidly plans and sections. To maintain thorough paper records of all visits/features.
- The post holder's duties must at all times be carried out in compliance with the servicing Authority's Equal Opportunities Policy.
- The post holder's duties must at all times be carried out in compliance with all employment, Data Protection and Freedom of Information legislation requirements, as detailed in the Employee Handbook.
- Ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974. These include the provision of protective clothing, Health and Safety Instruction etc.

- Such other duties at a comparable level of responsibility relating to the work of the Division as may be required. This includes cross skilling and supporting the excavation team as workload demand.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

The postholder is responsible for allocated tools and equipment and for the accuracy and security of site generated data.

Employees (Supervision):

Level 1 Geophysicists / Archaeologists and a number of short term and casual site staff as and when demand arises.

Financial:

Shared responsibility for delivering projects with individual values of up to £150,000, and for ensuring that Archaeological Services ASWYAS achieves its overall turnover and profitability targets.

Physical:

Responsibility for the geophysics equipment deployed on archaeological sites under the post holder's supervision, including their safety, maintenance and security.

The post holder is also required to adhere to workplace and Health and Safety procedures, site specific Risk Assessments and, where relevant, policies pertaining to driving (e.g. daily vehicle checks).

Customers and Clients:

Commercial customers and their consultants

Internal Contacts: WYJS Staff

External Contacts:

Staff of English Heritage and its successor bodies; Local Authority Archaeological and Planning officers; other archaeological professionals

Responsibility for People:

Overall responsibility for the application of relevant Health & Safety procedures to geophysics surveys under the post holder's supervision.

Working Conditions:

Site work, frequently away work, as operational demands require. Some office-based work as commercial and organisational needs require.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

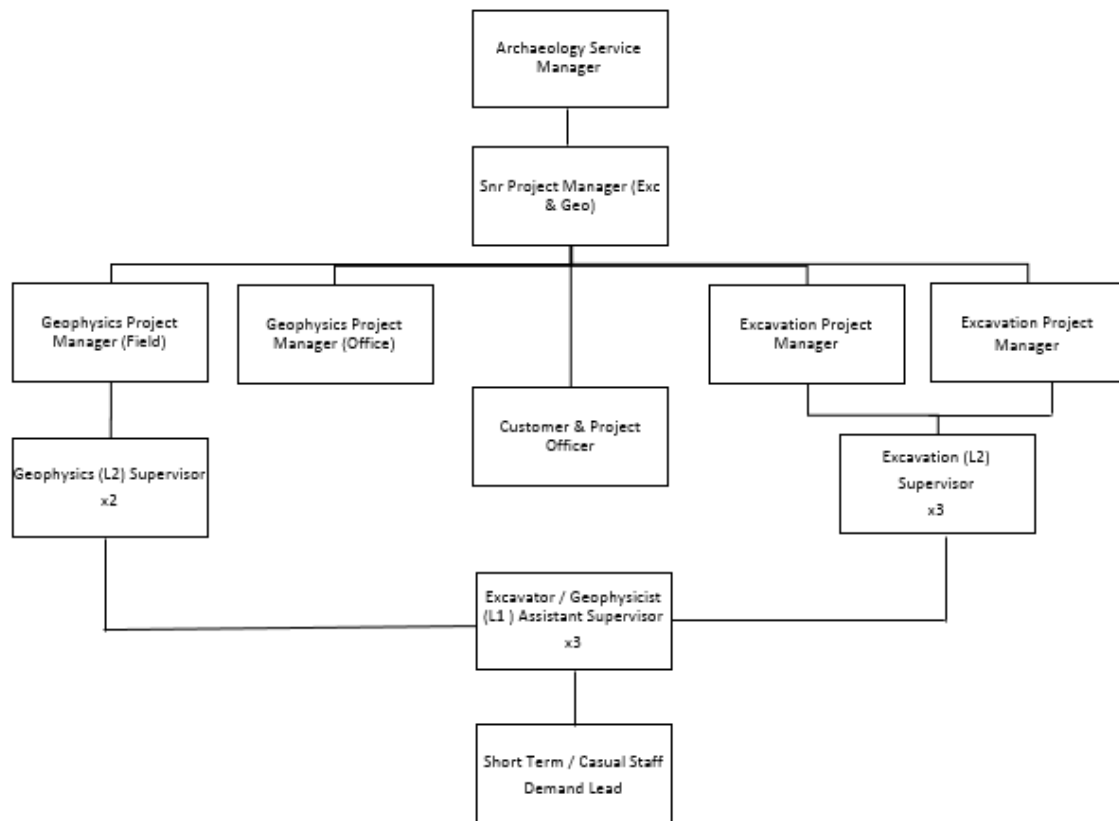
The post holder will need to:

- Work irregular hours and/or work away from home
- Demonstrate effective people management skills
- Demonstrate effective time-management both in terms of the post holder's own workload and in terms of the team supervised by the post holder

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

Management structure





West Yorkshire
Joint Services

JD PREPARED BY:

Manager's Name
Stephanie Norris

Date 11th May 2017 (V1.1 Draft)

POST:

Evaluated: 01/06/17

Moderated: AH

JE Reference No:

AMENDMENTS: