**Environmental Archaeologist (Specialist) – Role Specification**

All Environmental Archaeologists 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. Leadership and mentoring is expected of the higher grades. Behaviours to Wessex Archaeology norms in line with Wessex Archaeology core values are expected from all grades.

**Key Team Roles and skills**

To be performed to competence appropriate to grade:

* Carry out specialist tasks, such as sample processing or palaeoenvironmental assessment and analysis, appropriate to grade and specialism.
* Provide environmental input and advice to projects (including site visits).
* Prepare and contribute to client reports and/ or publications, inc. collating work of other specialists.
* Prepare method statements, site-specific sampling strategies and risk assessments.
* Be responsible for environmental data quality and maintain environmental records as part of the project archive.
* Assist colleagues with technical aspects of projects.
* Other tasks according to specialism (e.g. environmental techniques, scientific dating).

**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 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 industrywide in other commercial and NFP organisations, academia and regulatory bodies. Typically measured by oral and poster presentations and papers or acknowledged in practice.

**Supervisor**

At Supervisor level the Environmental Archaeologist is expected to perform most of the elements of the role specification COMPETENTLY. In addition:

* Undertaking specialist tasks, including residue and flot sorting and providing preliminary identifications of palaeoenvironmental macrofossils at the direction of a senior specialist.
* Writing smaller assessment reports and interim statements with the support of senior staff.
* Contributing to results reports in larger bodies of work.
* Assisting with archival and logistic tasks.
* Maintaining accurate records for inclusion with the project archive.
* Liaising effectively with other members of the environmental team, to ensure we maintain an efficient workflow and meet deadlines.
* Contributing to a safe working environment.
* Supervising and mentoring junior and temporary staff when required.
* Liaising with other teams where appropriate.

**Officer**

At Officer level the Environmental Archaeologist is expected to exhibit SKILL in the performance of most elements of the role specification and COMPETENCE in all elements. In addition to the Supervisor role:

* Undertaking larger assessments and analysis work.
* Writing assessment and analysis reports, contributing to publications.
* Acting as the environmental lead on small to medium-sized projects.
* Providing advice and input into processing methodologies.
* Providing input into site specific sampling strategies where appropriate.

**Senior Officer**

At Senior Officer grade the Environmental Archaeologist is expected to display a COMMAND of the techniques of most elements of the role specification and display SKILLS in all elements. In addition to the Officer role:

* Writing complex assessment and analysis reports, contributing to publications.
* Acting as the environmental lead on medium to large-sized projects.
* Independently producing Site Specific Sampling Strategies/ Dating Strategies as required.
* Actively maintaining contact with external specialists and other stakeholders as required.
* Independently producing site specific sampling strategies for small to large projects.
* Assist with tendering and project management tasks as appropriate.
* Contribute to relevant research within the wider scientific community.

**Technical Specialist (AKA Principal)**

At Technical Specialist grade the Environmental Archaeologist is expected to display a MASTERY of the techniques of most elements of the role specification 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 an Environmental Archaeologist 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:

* Actively maintaining contact with external specialists and external stakeholders including clients as required.
* Acting as the environmental lead on large projects for high-profile clients.
* Independently producing Site Specific Sampling Strategies, Dating Strategies, and method statements for large and complex schemes.
* Actively promote the status of Wessex Archaeology as the leading environmental archaeology team through research efforts.
* Actively contribute to tendering and management of projects.

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

* CSCS (where applicable)
* First Aid at Work
* Asbestos Awareness (OL)
* Driver Training – Basic Awareness
* Risk Assessment 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)
* COSHH Awareness (OL)
* Fire Awareness (OL)
* Manual Handling (OL)
* Display Screen Awareness (OL)

**Competency Matrix (Supervisor & above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade Level** | **Supervisor** | **Officer** | **Senior Officer** | **Technical Specialist** |
| **Expected performance level** | **Competence** | **Skilled** | **Command** | **Mastery** |
| Assessment |  |  |  |  |
| Evaluation/interim reporting |  |  |  |  |
| PXA/UPD reporting | Assist |  |  |  |
| Analysis |  |  |  |  |
| Publication reporting |  |  |  |  |
| Site Specific Sampling Strategies |  | Contribute |  |  |
| QC deliverables |  |  |  |  |
| Project Lead |  | S/M Projects | M/L Projects | Tier 1 Projects |
| Training |  |  |  |  |
| Mentoring |  | SUP | SUP-PO | PO-SPO |
| Tendering |  |  | Contribute |  |
| Project management |  |  | Assist |  |
| External stakeholder liaison |  | Small projects |  |  |
| Business development |  |  | Contribute | Contribute |