

Geoarchaeologist – Role Specification

All Geoarchaeologists 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 WA Core values are expected from all grades.

Key Team Roles and skills

To be performed to competence appropriate to grade:

- Conduct geoarchaeological fieldwork
- Provide geoarchaeological interpretation, input and advice to projects
- Review geotechnical data and undertake deposit modelling
- Prepare and contribute to client reports and/ or publications, inc. collating work of other specialists
- Prepare method statements, project designs, survey plans, and risk assessments.
- Assist colleagues with technical aspects of projects.
- Other tasks according to specialism (e.g. palaeoenvironmental or geoarchaeological 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 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.

Supervisor

At Supervisor level the geoarchaeologist is expected to perform most of the elements of the role specification COMPETENTLY.

Officer

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



- To act as lead geoarchaeologist on smaller projects, including supervising and supporting junior or non-specialist colleagues and undertaking interpretation quality control.
- To provide advice to colleagues and clients concerning technical aspects of projects.
- Contribute to client reports, including issuing drawing briefs and liaising with other specialists.
- Contribute to Risk Assessments.

Senior Officer

At Senior Officer grade the geoarchaeologist 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:

- Provide leadership within the Geoarchaeology Team.
- Prepare client reports, including issuing drawing briefs and liaising with other specialists.
- Act as lead geoarchaeologist, including supervising and supporting junior colleagues, undertaking interpretation and reporting 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.
- Responsible for geoarchaeological fieldwork, supervising and supporting junior colleagues.
- Responsible for logistical elements of a project, including set-up, equipment and vehicle hire.
- Prepare Risk Assessments and Method Statements.
- Contribute to technical peer-peer review, within team as QC and across teams
- Responsible for data quality within a project; checking, maintaining and collating geoarchaeological data.
- Responsible for maintaining geoarchaeological records as part of the project archive.
- Prepare method statements and project designs.
- 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 geoarchaeologist 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 **INDUSTRY RECOGNITION** in at least one element of the role. At Technical Specialist level a geoarchaeologist 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 Geoarchaeology Team's specialist portfolio (e.g. Marine; Holocene; Pleistocene & Palaeolithic).



- Act as lead geoarchaeologist 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 geoarchaeological 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.
- Autonomously design, conduct and direct geoarchaeological 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 plans, and risk assessments, and undertake quality control 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 geoarchaeologist 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 the geoarchaeological technical workflow. 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
- Banksman training
- Driver Training – Basic Awareness

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)
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- Manual Handling (OL)
- Display Screen Awareness (OL)

Competency Matrix

Grade Level	Supervisor	Officer	Senior Officer	Technical Specialist
Expected performance level	Competence	Skilled	Command	Mastery
Project setup/logistics	Shadow			
Interpretation*				
Site survey (fieldwork)	Assist	Conduct	Lead	Design
Reporting	Contribute			
Method statements/project designs		Contribute		
Project Lead		Contribute		
QC deliverables			Contribute	
Publication		Contribute	Contribute	
Technical / Specialist advice	Contribute			
Training		Support		Lead
Mentoring		Sup	Sup-PO	PO-SPO
Project management			Contribute	
Client liaison		Small projects		
Tendering			Contribute	
Business development			Shadow	Contribute

* 'Interpretation' covers the wide range of geoarchaeological core skill sets, which will always include the ability to describe and interpret superficial deposits whether terrestrial or marine, in the field or from Ground Investigation logs/ grey literature, and outputting this into e.g. deposit modelling, reporting, technical advice.

