

Project Supervisor

Salary Grade: NAA L3/4 – L4 (Spinal points 10 – 15)

£22,560 – £25,112 (dependent on experience)

Reporting to: Project lead

Hours: Full time, 37.5h/week

Main purpose of role: Provide support in your area(s) of expertise to the designated project or task lead. Proactively manage your work, and that of assigned staff. Ensure tasks you are responsible for are delivered in accordance with agreed scope and timescale.

Receiving instructions from project or task lead, you will be responsible for designated areas of work, for the day-to-day running of small or medium projects or discrete areas of larger projects. Under direction, you will be able to work independently and supervise project archaeologists, trainees or volunteers undertaking required tasks. With guidance, capable of competent reporting skills.

Success will be measured by delivery against agreed performance indicators.

Principal duties

- Perform the specific tasks outlined by the project plan within your core area(s) of competence.
- Working with the project or task lead, ensure you fully understand the work required and desired outcomes.
- Closely monitor your progress against agreed tasks and project milestones, ensuring that any changes of scope that may lead to increased cost or scope creep, are escalated immediately to the project lead.
- Ensure all work undertaken meets the project plan requirements, company policy and procedures, legal compliance, and professional standards.
- Accurately report all time spend on tasks in a timely manner.
- Accurately report on KPI data as required.
- Manage and develop assigned staff you are responsible for. Closely monitor the quality of work being undertaken, ensuring mentoring, training and guidance is provided as needed to help develop their skills and to uphold the high quality of work produced by the company.
- Work closely with management and assigned staff to help improve efficiency and competitiveness whilst upholding business ethos and quality of professional service.
- Assist with the development and maintenance of the company's Integrated Management System

Other duties

- To maintain personal and professional development and training to ensure professional currency and meet the changing demands of the job.
- To contribute to and support, positive morale within teams
- To work in a safe manner at all times and report any health and safety concerns to the Team Leader, Head of Projects or Directors.
- Perform other tasks within reason as and when required.

Person Specification

Essential	Desirable	Measured
Experience		
2 years practical experience in commercial archaeology		A
Experience of watching briefs, evaluations and the day to day running of small sites		A+I
Ability to carry out prolonged manual work in an outdoor environment in all weather		I
Substantial knowledge of MS Office & English language		A+I
	Experience of running medium sites	A
	Experience of archaeological fieldwork on a variety of periods and urban/rural	A+I
	Report Writing Experience	A+E
	Experience of surveying/GPS	A
Knowledge/Abilities		
Good understanding of British Archaeology		A+I
Good understanding of all aspects of archaeological excavation		A+I
Capacity to communicate effectively with others		I
Good Organisational skills		I
Qualifications		
Degree in Archaeology or related discipline (or equivalent experience)		A+C
Full Driving Licence and willingness to drive company vehicles in the UK		A+C
Up to date CSCS card (Academically Qualified Person or Professionally Qualified Person) or you must acquire one		A+C
	Health and Safety qualification	A
	ClfA membership	A
Personal Attributes		
Pragmatic flexible attitude with ability to maintain perspective under pressure		I
Commitment to Equality and Diversity		I
Self-motivator and ability to motivate others		I

Measurements
A = Application
I = Interview
E = Examples
C = Certificates