



Job Title: Geoarchaeology Supervisor

Reports to: Head of Geoarchaeology

Hours of work: standard 37 hour week

Salary: £29,398 – £31,008 p.a.

Location: Nottingham/York

Key Purpose of the role:

- To assist with the delivery of geoarchaeological fieldwork projects as required, with the support of senior staff;
- To be responsible for the day to day planning and supervision of small- medium projects, or components of larger projects, ensuring tasks are completed to time and budget;
- To undertake/assist with post excavation reporting and other reporting tasks;
- To work collaboratively alongside highly skilled geoarchaeology and heritage professionals, who specialise in a wide range of archaeological sub-disciplines including conservation, wetland archaeology, geomatics and Lidar, archaeobotany, aerial photography and spatial analysis.

Key Duties and Responsibilities:

Project Initiation and Delivery

- To assist in the set up and design of projects as required with the support of senior staff, these will include geoarchaeological borehole and test pit surveys, deposit modelling, multi-proxy palaeoenvironmental assessments
- To assist Project Managers/Project Officers in the implementation of projects in the field as necessary
- To be responsible for the day to day planning and supervision of small or medium projects or components of larger projects and to carry out associated administrative duties, ensuring projects are completed to time and budget
- To take responsibility for the documentation of their archaeological projects in accordance with YA and ClfA standards and procedures

Time and budget Management

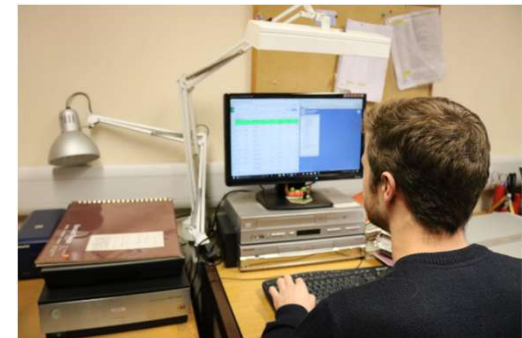
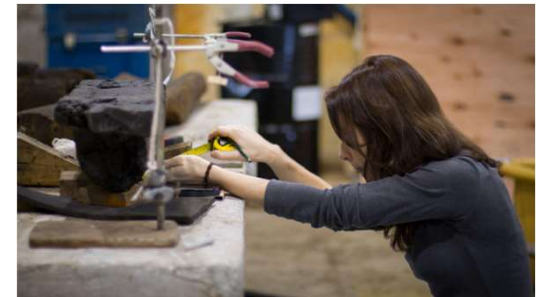
- To assist the Project Manager and if applicable a Project Officer in the successful completion of geoarchaeological projects within time and budget and to the required standard;

Responsibility for People:

- To supervise project archaeologists, trainees, and, on occasion, volunteers, with appropriate encouragement, guidance and feedback on the work in accordance with relevant project documentation, YA procedures and ClfA guidelines;
- To carry out associated administrative duties;
- To provide feedback guidance and motivation to staff and report as necessary to the Project Manager as agreed.

Post Excavation

- To undertake post excavation assessment and analysis, including assisting (under guidance) with the compilation of specialist geoarchaeological reports, technical factual reports either as sections within larger reports or stand-alone outputs;
- To contribute to the organisation's engagement with the public through publications and public talks.



Key Duties and Responsibilities:

Health and Safety

- To work in accordance with the requirements of the organisations Health and Safety Policy
- To take collective responsibility for reporting health and safety issues
- To undertake risk assessments for field work projects under the supervision of senior staff

Driving

- To drive YA and hired vehicles if and when required to transport colleagues and equipment to site

Continuous Professional Development

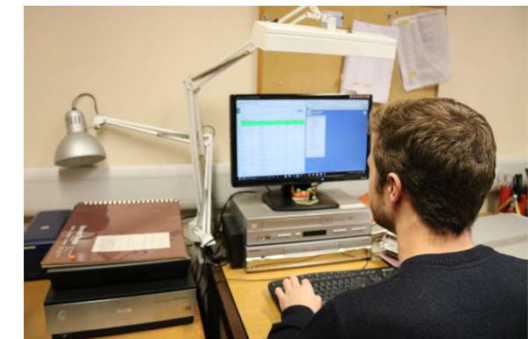
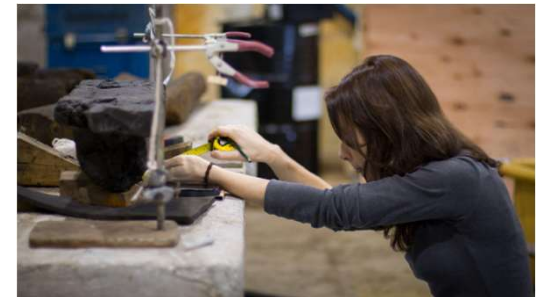
- Commitment to CPD, and maintenance of CPD log
- Membership of ClfA is encouraged (fees are paid in full by YA)
- To take responsibility for self development, within the continuous appraisal framework, including attending training and taking part in research to enhance personal knowledge, skills and experience

Expected Behaviours

- To contribute to, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of the Trust in all team, client and public interactions
- To keep YA and client data confidential at all times

Working Conditions

- Undertake site visits possibly during inclement weather, subject to the Risk Assessment and Health and Safety considerations
- Some work away from home base, normally with at least a week's notice, but occasionally with shorter notice. Overnight accommodation will be provided



Person specification:

	Essential	Desirable
Education	Degree in Geoarchaeology, Quaternary Science or relevant subject or equivalent experience sufficient to demonstrate an aptitude for transitioning into a geoarchaeological role.	
Knowledge & Experience	An understanding of British commercial archaeology, and geoarchaeological field techniques and methodologies. Track record of the successful completion of field/desk based projects within pressurised situations and to strict budgetary and time constraints. Ability to learn complex geoarchaeological strategies and methodologies and to identify and adapt to shifting priorities. Commitment to community engagement and public dissemination.	

Person specification:

	Essential	Desirable
Competencies	• Computer literacy, Driving licence; • Excellent communication skills (written and spoken), highly numerate; • Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather; • First Aid.	• CAD/GIS and, ideally, Rockworks software with experience of deposit modelling; • SSSTS.

This Job Description is not contractual and does not define or limit the work which you are employed to do, and you may be required to do any work within your capacity which York Archaeology requires from time to time. York Archaeology may make changes to this Job Description, on either a temporary or permanent basis, at any time it is considered necessary.