



Job Title: Project Supervisor

Reports to: Project Officer and/or Project Manager as required

Hours of work: 37 hours per week

Salary: £29,398 – 31,008 p.a. dependent on experience

Key Purpose of the role:

- To assist with the set up of projects as required, with the support of senior staff
- To be responsible for the day to day planning and supervision of small or medium projects or components of larger projects ensuring projects are completed to time and budget
- To undertake post excavation reporting and other reporting tasks
- To work to YA's and professional standards
- The Project Supervisor will work within an agreed framework, with the Project Officer and/or Project Manager or Senior Manager, according to the post holder's skill and experience level

Key Duties and Responsibilities

Project Initiation

- To assist in the set up and design of projects as required with the support of senior staff

Project Execution

- To assist Project Managers/Project Officers in the implementation of projects in the field as necessary

Key Duties and Responsibilities Continued:

- 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 standards and procedures

Time and budget Management

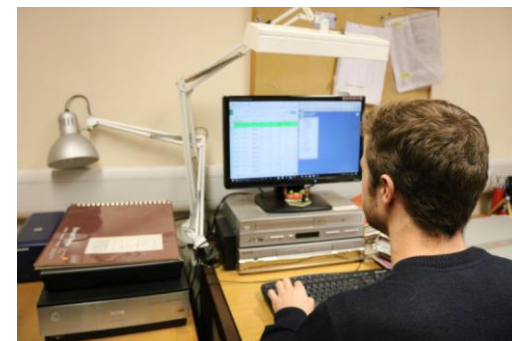
- To assist the Project Manager and if applicable a Project Officer in the successful completion of archaeological projects within time and budget and to the required standard
- To assist in preparing costings for tenders, under supervision

Responsibility for People:

- To supervise Archaeologists, trainees and volunteers on a project with appropriate encouragement, guidance and feedback on the work in accordance with relevant project documentation and YA procedures
- 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 assist with and undertake post excavation assessment and analysis reporting
- To contribute to the organisation's engagement with the public through publications and public talks



Key Duties and Responsibilities Continued:

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

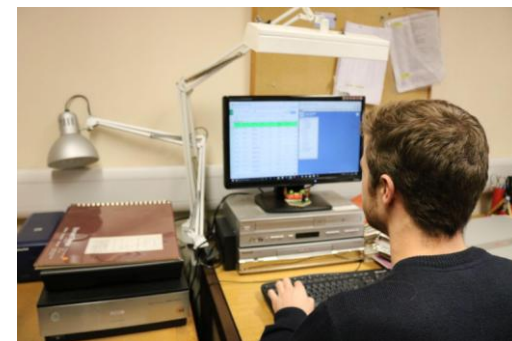
- Commitment to CPD, and maintenance of CPD log

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

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
Qualifications	- Degree in Archaeology or a related subject or equivalent experience - Commitment to Continual Professional Development. (CPD) - Driving Licence and willingness to drive company or hire vehicles, unless there are exceptional circumstances eg a medical reason or disability - Qualified First Aider (Appointed person) or willingness to learn	Associate membership of the Chartered Institute for Archaeologists (CIfA)
Knowledge & Experience	- Substantial archaeological field work experience on sites of various periods and types - Experience and understanding of UK commercial archaeology - Ability to use Microsoft Office packages and some aptitude with illustration/graphics package - Understanding and experience of Health and Safety - Supervision of archaeological projects - Preparation of project designs/method statements - Experience in managing small to medium sized teams - Ability to work without close supervision	- Preparation of grey literature and other reports - Specialist IT packages including AutoCAD, GIS and Adobe illustration/graphics package, and willingness to develop a specialism - Able to offer or interested in developing a specialism - Understanding of the Commercial aspects of projects and budgeting

Person specification:

	Essential	Desirable
Competencies (e.g. communication, interpersonal, teamwork)	• Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather • Good organisational skills • Ability to work under pressure • Excellent English language communication skills both written and spoken • A good standard of numeracy • An understanding of diversity and how it relates to the role • People management skills	

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.