

Job Description

Job Title:	Archaeological Supervisor
Directorate:	Place, Growth & Prosperity
Section:	Heritage & Design
Responsible to:	Archaeologist / HER Officer
Post Objective:	To supervise and undertake archaeological projects
Grade	Level 7

DUTIES AND RESPONSIBILITIES:

1. To assist in the planning and organisation of archaeological projects.
2. To undertake archaeological field work and manage its progress.
3. To liaise with developers, on-site contractors and other parties.
4. To supervise casual archaeological assistants, both on site and during post-excavation work.
5. To undertake site recording (including scale drawings, written records and photography) and undertake documentary and other desk-based research.
6. To manage and undertake post-excavation work and to prepare reports to a high professional standard as required.
7. To employ and enforce good working practices, including adherence to appropriate health and safety policies and standards.
8. To encourage public interest in archaeological schemes and assist in promotional/educational work as required.
9. To utilise pre-designed computer programmes as a tool in the provision of an effective archaeological service.
10. To undertake any other duties appropriate to the post.

Person Specification



Job Title: Archaeological Supervisor
Directorate: Place, Growth & Prosperity
Section: Heritage & Design

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Skills/Experience - Ability to:			
Undertake a wide variety of archaeological tasks and processes (both in the field and during post-excavation work) with minimal supervision.	✓		✓
Provide information, including costings, to internal and external clients	✓		✓
Organise and prioritise own workload and that of others in working to identified deadlines.	✓		✓
Supervise others and work well within a team.	✓		✓
Operate computer-based information systems.	✓		✓
Demonstrate a practical awareness of Health & Safety issues.	✓		✓
Qualifications			
Good level of education/ training in archaeology or relevant discipline and/or relevant vocational experience.	✓		✓
General			
Must be able to work flexibly to cover varying demands of the post.	✓		✓
Effective and efficient interpersonal, organisational and communication skills in all areas.	✓		✓
Must be able to travel to sites across a wide geographical area either by car or other forms of transport.	✓		

Conditions of Service



Job Title:	Archaeological Supervisor
Directorate:	Place, Growth & Prosperity
Section:	Heritage & Design
Grade:	Level 7
Salary:	£23,111- £25,463 (£11.97 per hour)

PLEASE NOTE THIS IS CASUAL WORK therefore the City Council are under no obligation to provide work, likewise the Worker will be under no obligation to take up the offer of work.

Working Hours: Hours will be as and when required.

Annual Leave Entitlement: You will accrue 1 hour's paid annual leave for every 8.31 hours worked, which you should take at times you are not working. You may receive a payment in lieu of any outstanding holiday should you inform the Council you no longer wish to be considered for casual work.

Sickness Absence: There is no entitlement to Occupational Sick pay. There may be an entitlement to Statutory Sick Pay if the total of the 8 weeks pay prior to the first day of absence, when divided by 8 is liable to National Insurance. Details are available from the Payroll Section. If you are unable to attend for work due to sickness, please contact the Line Manager you would have been working for on or before your scheduled starting time.

Notice Period: As work is not guaranteed, notice is not required from either party. However, if you no longer wish to be offered available work, please let the Department know.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Rehabilitation of Offenders Act: The post is subject to the Exceptions Order of the Rehabilitation of Offenders Act 1974 and if you are shortlisted you must disclose any criminal convictions, bindovers or cautions received, which are not spent.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR Consultancy.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Authorities Services as amended by decisions, rules and regulations of the City Council.