



## Job Description - Finds and Environmental Supervisor

<b>Job Title:</b>	Finds and Environmental Supervisor
<b>Department:</b>	Research and Engagement, Northampton
<b>Grade:</b>	MOLA grade 2.3
<b>Hours:</b>	37.5 hours per week, Monday to Friday. Up to 40 hours can be required. Flexibility with working hours will be required.
<b>Location:</b>	Predominantly based at the MOLA Northampton Offices. There will also be an expectation that travel to London, Basingstoke or other project offices could be required
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Finds and Environmental Processing Officer
<b>Responsible for:</b>	Finds and Environmental Processors, archaeologists, volunteers and assigned contractors
<b>Overall Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To support the Finds and Environmental Processing Officer in all aspects of managing the incoming finds and environmental samples</li> <li>• To undertake finds and environmental processing and be responsible for supervising the team of Finds and Environmental Processors</li> <li>• To be responsible for the finds/environmental processing documentation in accordance with MOLA standards and procedures.</li> <li>• At the direction of the responsible Project Officer, provide support with the maintenance and organisation of the MOLA Northampton Finds and Processing premises when the Project Officer is not available</li> <li>• To be responsible for developing a commercially viable finds specialism for both internal and external clients</li> <li>• To assist the Finds and Archive Officer and the Archives Officer where appropriate</li> <li>• To help promote the work of the MOLA to external clients and audiences</li> </ul>
<b>Key Result areas:</b>	<ul style="list-style-type: none"> <li>• To supervise and direct the processors with the logging and temporary storage of all incoming finds</li> <li>• To supervise the processing of finds by the team and any other such staff to include; the storage and quantification of these materials prior to analysis</li> <li>• To be responsible for the maintenance of the entry/exit register for finds and environmental material to ensure that no material is mislaid. And to ensure any discrepancies are reported to the line manager/Finds Project Officer immediately for investigation</li> </ul>

	<ul style="list-style-type: none"> <li>• To be responsible for the day to day maintenance, good order and servicing of equipment in the finds and environmental processing areas</li> <li>• To be responsible for supervising the Archaeologists who are temporarily processing finds &amp; environmental samples, as and when necessary, while they are working at MOLA Northampton's Finds and Processing premises</li> <li>• Where necessary, to prepare specialist reports on ecofacts and/or artefacts from excavations</li> <li>• To support the Research &amp; Engagement team by developing and promoting one or more specialist services</li> <li>• To support the Engagement team by participating in or contributing to events where necessary</li> <li>• To undertake any other duties commensurate with the position, as designated by the Finds and Environmental Processing Officer or other Senior Officers and Managers</li> <li>• To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others, and to comply with the policies and procedures relating to health and safety within MOLA</li> <li>• To contribute to and support positive morale within the Processing team</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• The work involves some repetitive manual tasks and lifting</li> <li>• Predominantly office based but may occasionally involve working on site</li> <li>• On nominated projects you will be required to work 40 hours per week. This will be made up of the standard 37.5 hours per week plus an additional 2.5 hours compulsory extra time paid at single time rates</li> </ul>

**NB.** This job description should not be taken as an exhaustive description of the role, and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make changes as appropriate to the development of the role and the work of MOLA



## Person Specification - Finds and Environmental Supervisor

Essential	Assess. Method	Desirable	Assess. Method
<b>Qualifications</b>			
Degree level education in a relevant subject or substantial practical experience	AF	Academic qualification in Archaeology or equivalent	AF
Full UK Driving License	AF	Practitioner Membership of the Chartered Institute for Archaeologists	AF
<b>Experience &amp; Knowledge</b>			
Experience in archaeological finds and environmental processing, and the identification of different categories of finds and/or environmental materials	AF / I	Active specialism in finds or environmental archaeology	AF / I
Understanding of archaeological recording and excavation strategies particularly those related to the collection of finds and environmental samples	AF / I	Knowledge of Health and Safety requirements relating to work equipment and work premises	AF/I
Understanding of the processes of post-excavation analysis and reporting, and the nature of the resulting paper and digital archives	AF / I	Experience in specialist reporting on finds/ecofacts	AF/I
<b>Skills/Abilities/Competencies</b>			
Able to prepare bulk environmental soil samples for processing and analysis.	I	Knowledge of the archaeology of the Midlands, Eastern England and surrounding Counties	I
Good organisational ability	I	Understanding of construction processes	I
Good written and numeric skills	I	Health & Safety and other legislation relating to archaeology and the design of archaeological projects	I
Good IT skills	I	CSCS card	AF/I
Good communication skills to enable you to understand/assist colleague's needs.	I	Production of specialist reports for a commercial archaeological project	AF/I
Self-starter	I	Production of academic reports or articles	AF/I
Capable of working as part of a team	I	Experience of public engagement or outreach	AF/I

### Assessment Method Code:

AF – Application Form

I – Interview

T - Test