



Job Description – Project Supervisor

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| JOB TITLE | Project Supervisor |
| DEPARTMENT | Developer Services |
| LOCATION | Northampton or Basingstoke (some travel to sites across the UK will be required) |
| GRADE | 2.3 |
| HOURS | 37.5 hours per week, Monday to Friday. Up to 40 hours can be required on some specific projects, which will be paid at flat rate overtime. Flexibility with working hours may be required. |
| DURATION | Permanent |
| RESPONSIBLE TO | Project Managers, Project Officers, and other members of the management team as appropriate |
| RESPONSIBLE FOR | Archaeologists, volunteers and assigned contractors |
| OVERALL JOB PURPOSE | To be responsible for the delivery of medium to large projects (or for substantial components of larger projects) including the supervision of Archaeologists, various administrative duties, completing project documentation, and assisting with the successful completion of a project within budget and agreed timescale. |
| KEY RESULT AREAS | <ul style="list-style-type: none"> • Work in accordance with the requirements of the MOLA health and safety policy • Supervise and undertake archaeological projects including watching briefs, field evaluations, excavations, geophysical, topographical, field walking and earthwork surveys and post-excavation work, in line with MOLA procedures and standards • Direct the work of a multi-disciplinary project team and provide members of the team with appropriate encouragement, guidance and feedback on that work in line with relevant project and MOLA procedures • 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 • Ensure that site records and summaries are lodged with the Archive team in accordance with MOLA procedures |

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| | <ul style="list-style-type: none"> • Contribute to and support positive morale within teams • Be professional and polite at all times and to uphold the standards, values and reputation of MOLA in all team, client and public interactions. • Other duties appropriate to the post as may be required |
| WORKING CONDITIONS | <ul style="list-style-type: none"> • Physically demanding work on sites • Some work in inclement weather • Some work away from base (for which overnight accommodation and subsistence payments will be provided) |

This job description reflects the requirements of MOLA as at January 2021. 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 – Project Supervisor

| Essential | Assess. Method | Desirable | Assess. Method |
|--|-------------------|--|-------------------|
| Qualifications and memberships | | | |
| Degree in archaeology (or relevant subject), or substantial experience | AF / I | Postgraduate qualification in a relevant subject | AF / I |
| CSCS card (ideally Academically Qualified Person or Professionally Qualified Person) or willingness and ability to acquire one | AF | Membership of the Chartered Institute for Archaeologists (CIfA) | AF |
| Full, clean driving licence and willingness to drive company vehicles | AF | | |
| Experience and knowledge | | | |
| Substantial fieldwork experience on sites of various types and periods | AF / I | Supervision of archaeological projects | AF / I |
| Experience and understanding of UK developer-funded archaeology | AF / I | Knowledge of the archaeology of the Midlands, Eastern England, and surrounding counties | AF / I |
| Some experience supervising others or leading a team | AF / I | Legislation relevant to archaeological practice | AF / I |
| Skills and competencies | | | |
| Excellent prioritisation and organisational skills, with the ability to work under pressure and to tight deadlines | AF / I | Preparation of grey literature and other fieldwork reports, project designs/method statements, and/or desk-based assessments | AF / I |
| Excellent communication skills, both written and oral, and the ability to encourage positive morale in a team | AF / I | Relevant specialist skills, e.g. buildings, illustration, processing of survey results, GIS, IT applications | AF / I |
| An understanding and appreciation of diversity in the workplace | AF / I | | AF / I |

AF – application form; I – interview; T - test