



## Job Description - Project Supervisor

<b>JOB TITLE</b>	Project Supervisor
<b>DEPARTMENT</b>	MOLA Northampton
<b>LOCATION</b>	MOLA Northampton Office and projects as required
<b>MOLA GRADE</b>	MOLA Grade 2.3
<b>CONTRACT TYPE</b>	Permanent (subject to a 6 month probationary period)
<b>HOURS</b>	37.5 hours per week. Up to 40 hours can be required. Flexibility with working hours will be required
<b>RESPONSIBLE TO</b>	Project Managers/Project Officers
<b>RESPONSIBLE FOR</b>	Project Assistants, volunteers and assigned contractors
<b>OVERALL JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• Assist Project Managers/Project Officers in the implementation of projects in the field as necessary</li> <li>• Project Supervisors will be responsible for medium or large projects or substantial components of larger projects</li> <li>• To be responsible for the day-to-day supervision of up to 10 Project Assistants on an archaeological project and to carry out associated administrative duties</li> <li>• To be responsible for the documentation of an archaeological project in accordance with MOLA standards and procedures</li> <li>• To assist with the design and successful completion of a project within budget and agreed timescale</li> </ul>
<b>KEY TASKS</b>	<ul style="list-style-type: none"> <li>• To work in accordance with the requirements of the MOLA Health and Safety Policy</li> <li>• To supervise and undertake archaeological projects, including watching briefs, field evaluations, excavations, geophysical, topographical, field walking and earthwork surveys and post-excavation work, in accordance with MOLA policies, procedures and standards</li> <li>• To direct the work of a multi-disciplinary project team and to provide members of the team with appropriate encouragement, guidance and feedback on that work in accordance with relevant project documentation and MOLA procedures</li> <li>• 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</li> <li>• To ensure that site records and summaries are lodged with the Archive team in accordance with MOLA procedures</li> <li>• To contribute to and support positive morale within teams</li> <li>• To be professional and polite at all times and to uphold the standards, values and reputation of MOLA in all team, client and public interactions</li> <li>• Other duties appropriate to the post as may be required</li> </ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Physically demanding work on sites</li> <li>• Some work in inclement weather</li> <li>• Some work away from base (for which, overnight accommodation will be provided)</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. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



## Person Specification - Project Supervisor

ESSENTIAL	ASSES METHOD	DESIRABLE	ASSES METHOD
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>Degree level education in a relevant subject or substantial practical experience</li> </ul>	AF	<ul style="list-style-type: none"> <li>Post-graduate qualification in a relevant subject</li> <li>Academic qualification in Archaeology or equivalent</li> <li>Full, clean UK driving licence or valid equivalent</li> <li>Associate membership of the Chartered Institute for Archaeologists (CIfA)</li> <li>CSCS card</li> </ul>	AF AF AF AF AF/I
<b>EXPERIENCE &amp; KNOWLEDGE</b>			
<ul style="list-style-type: none"> <li>Substantial archaeological field work experience on sites of various periods and types</li> <li>Experience and understanding of UK commercial archaeology</li> </ul>	AF / I  AF / I	<ul style="list-style-type: none"> <li>Supervision of archaeological projects</li> <li>Preparation of grey literature and other reports</li> <li>Preparation of project designs/method statements</li> <li>Preparation of desk-based assessments</li> <li>Experience in managing small to medium sized teams</li> <li>Able to offer specialism's e.g. knowledge of historic documents, buildings, illustration, processing of topographic, field-walking and geophysical survey results and IT applications</li> </ul>	AF / I AF / I AF / I AF / I AF / I AF / I
<b>SKILLS &amp; COMPETENCIES</b>			
<ul style="list-style-type: none"> <li>Excellent prioritisation and organisational skills</li> <li>Excellent English language communication skills both written and oral</li> <li>Numerate</li> <li>Ability to work under pressure</li> <li>Skills in people management</li> <li>Ability to drive and prepared to travel throughout the UK sometimes at short notice</li> <li>Understanding and experience of Health &amp; Safety</li> <li>Commercial awareness</li> <li>An understanding of diversity and how it relates to the role.</li> </ul>	I / T I / T I / T I / T I / T I / T I / T I / T	<ul style="list-style-type: none"> <li>Knowledge of the archaeology of the Midlands, Eastern England and surrounding Counties</li> <li>Health &amp; Safety, town planning and other legislation relating to archaeology and the design of archaeological projects</li> <li>Understanding of construction processes</li> </ul>	I I I

**Assessment Method Code:**

AF – Application Form

I – Interview

T - Test