

Job Description

Directorate: Tyne & Wear Archives and Museums

Division: Archaeology

Post Title: Archaeological Supervisor KK342

Evaluation: 463 Points **Grade: N5**

Responsible to: Archaeological Projects Manager

Responsible for: N/A

Job Purpose: Supervision of archaeological excavations, fieldwork, consolidation and post-excavation processes.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To be responsible for fieldwork, site surveying and the safe excavation and consolidation of allocated sites or areas of sites, in accordance with agreed work programmes.
- 2 To allocate work and provide advice and guidance to volunteers and maintain records of their attendance.
- 3 To undertake post-excavation processes in accordance with agreed procedures such as drawing office and finds processing.
- 4 To undertake the daily compilation of site archives including written and photographic records.
- 5 To ensure the safe transfer of excavated material to the permanent collections or storage facilities as directed.
- 6 To conduct guided tours of excavations and assist in publicising their results where appropriate.
- 7 To oversee the maintenance and safe use of equipment and inform of the need for replacement or additional equipment.
- 8 To liaise with clients and contractors as instructed by the Archaeological Projects Manager.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 10 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

October 2010