

## JOB DESCRIPTION

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| <b>Vacancy reference:</b> | SRF34355  |
| <b>Post Title:</b>        | Quaternary Scientific Geoarchaeological Technician  |
| <b>Grade:</b>             | Grade 4 Spine Point 12 -15  |
| <b>School/Department:</b> | SAGES   |
| <b>Reports to:</b>        | Quaternary Scientific Senior Projects Manager &<br>Quaternary Scientific Projects Manager |
| <b>Responsible for:</b>   | None  |

### Purpose

The principal duty of the post holder will be to undertake geoarchaeological technical work on a variety of archaeological science research projects as part of the Quaternary Science team.

### Main duties and responsibilities

#### Main duties

- To provide technical support for academic and developer-funded research as part of the Quest team.
- To undertake technical work on awarded projects including some or all of the following duties:
  - Undertaking fieldwork in rural and urban locations (including busy construction/ demolition sites)
  - Implementing field and laboratory-based sampling strategies
  - Undertaking geoarchaeological and palaeoenvironmental field, laboratory and computer-based extractions and technical work

#### Communication & relationships

- To liaise, provide specialist technical advice, and meetings with colleagues.

#### Planning & organising responsibilities

- Organise and maintain diary and workload
- Ability to work independently and as part of a team on routine day-to-day tasks

#### Analysis & problem solving

- Undertake geoarchaeological and palaeoenvironmental technical work
- Ensure accurate completion of documentation, records and reports

#### Teamwork

- To work closely within the Quest team, and on occasion, and at an appropriate level, a range of internal and external specialists.

#### Supervision received

The post will be supervised by senior members of the team, including the Quest Director, (Senior) Project Managers, and SAGES Senior Technician.

**Supervision given**

The post-holder will occasionally be asked to provide training to students and staff on various field and laboratory-based techniques.

**Contact**

The post-holder will work with students and staff within the School and across the University, and occasionally with external clients.

**Terms and conditions**

This is a full time (36 hours) appointment with normal working hours.

The successful applicant must also have the ability to work away from home at short notice, including overnight stays where necessary

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: November 2020**

# PERSON SPECIFICATION

| Job Title  | School/Department |
|--|-------------------|
| Quaternary Scientific Geoarchaeological Technician | SAGES             |

| Criteria                   | Essential  | Desirable  |
|----------------------------|--|--|
| <b>Skills Required</b>     | <ul style="list-style-type: none"> <li>• Effective written and oral communication and interpersonal skills, including the ability to contribute to team meetings and reports</li> <li>• Effective organisational and time-management skills</li> <li>• Effective interpersonal skills, including the ability to communicate with students, other team members and senior staff</li> <li>• Word processing and computer literacy</li> </ul> |  |
| <b>Attainment</b>          | <ul style="list-style-type: none"> <li>• Academic qualifications to Bachelor's degree standard in Quaternary science, environmental archaeology, geoarchaeology, archaeology, geography or a related subject</li> <li>• Valid UK driving license (or equivalent)</li> </ul>  | <ul style="list-style-type: none"> <li>• Post-graduate MSc or equivalent</li> <li>• First Aid qualification</li> <li>• CSCS qualification</li> </ul> |
| <b>Knowledge</b>           | <ul style="list-style-type: none"> <li>• Knowledge and understanding of geoarchaeological and palaeoenvironmental field &amp; laboratory work</li> </ul>   |  |
| <b>Relevant Experience</b> | <ul style="list-style-type: none"> <li>• Proven work experience in relevant roles</li> </ul>   |  |
| <b>Disposition</b>         | <ul style="list-style-type: none"> <li>• Reliable team worker</li> <li>• Adaptable in working practices</li> <li>• Well organised</li> <li>• Ability to prioritise and manage time effectively</li> <li>• Patient and supportive approach</li> <li>• The ability to work away from home at short notice, including overnight stays where necessary</li> </ul>  |  |

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| Completed by: Dr Rob Batchelor | Date: 20/11/20 |
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