

Job Title: Environmental Supervisor

Grade: 5

Salary: £26,707 to £31,236 per annum, pro-rata if part-time

Department: Archeology and Ancient History

Hours/Contract: Full-time or job share, fixed term contract till 31 August 2027

Job Family: Management and administration

Reference: 13258

Role Purpose

To supervise all environmental work and oversee the work of the post-excavation team ensuring that environmental processing is being completed within the given time and to high standards. To undertake specialist environmental reporting for small assemblages under the supervision of the Environmental Officer and contribute to larger reports and publications.

Resources Managed

The maintenance of the floatation tank and system and the environmental lab space

To oversee the work of the trainee, volunteer and post-excavation archaeologists and any other staff as required in their day-to-day tasks.

Main Duties and Responsibilities

- To plan and oversee the day to day running of the environmental processing. This includes
 - Supervision of the environmental processing team (and at times other staff when assigned to the post-excavation team for work) and supervise their tasks including processing output and the storage and quantification of materials prior to specialist analysis.
 - provide support with overseeing the organisation of the processing facility and be responsible for the day-to-day maintenance and good order of equipment.
- To carry out specialist environmental recording and reporting, in line with ClfA standards and guidelines
- To support the Environmental Officer and contribute to identifying the best approaches to deal with specialist samples (for example waterlogged deposits) and assist with training and supporting the Field Teams (including site visits) as to when different procedures should be applied to ensure the high-quality collection of environmental samples (under supervision of the Environmental Officer)
- To co-ordinate the preparation of material to send out to specialists, both internal and external.
- To liaise with Finds Supervisor(s) with regards to appropriate storage of material and manage incoming environmental samples and monitor their movement and storage through the facility
- To ensure Health and Safety policies are followed and that the environmental processing laboratory and storage area are maintained in a clean and safe condition.

- Assist in the preparation and delivery of outreach projects including media communications, publicity, and engagement activities and working with volunteers and students as part of ULAS's Internship Programme. Help promote the work of ULAS to external clients and audiences.
- To carry out any other duties required

Internal and External Relationships

To communicate and liaise with Environmental Officer(s) and Post-excavation Manager in the organisation of work carried out in the post-excavation lab as well as considerations of space and storage, daily

To oversee and direct the work of the post-excavation archaeologists assigned to environmental duties, daily

To communicate and liaise with Finds Supervisor(s) and Environmental Supervisor(s) in the organisation of work carried out in the post-excavation lab as well as considerations of space and storage, daily

To liaise with field staff when required, weekly

To occasionally communicate with external specialists, monthly

Planning and Organising

To plan and structure the timetable for environmental processing in accordance with the fieldwork schedule and project priorities, reacting to changes that might happen from day to day

To plan own specialist work in collaboration with Environmental Officer(s) and Post-Excavation Manager

To manage own time in line with the expectations of the post-excavation project schedule

Supervise the post-excavation archaeologist's time and determine their project planning

Maintain own professional skills and knowledge

Qualifications, Knowledge and Experience

Essential

- Graduate qualification in a relevant subject or equivalent substantial practical experience. *
- Proven experience in analysing material and writing reports relevant to their specialism(s) including assessment and grey literature reports and publications. *
- An excellent standard of written and spoken English and competent user of Microsoft Office (including Excel) and databases*
- Sound knowledge of commercial archaeological fieldwork, excavation strategies and post-excavation techniques, particularly relating to the collection of environmental samples* Experience of post-excavation processes and archive preparation including archiving archaeological data and material *
- Knowledge and experience of different environmental approaches and when they should be applied (under supervision of the Environmental Officer)

- Experience of the processing of environmental samples and the identification of different categories of finds and/or environmental materials. *
- Experience of line management and supervising a team to meet deadlines
- To meet the criteria to be a member of the Chartered Institute for Archaeologists (CIfA) at Associate level* (i.e.)
 - have a high level of working knowledge within an area of historic environment practice
 - have considerable responsibility for undertaking work in a variety of situations using own judgement or have carried out complex work within an established framework or perceive the importance of their role within the team and the work they undertake
 - understand the ethical requirements of the Code of conduct and use them to guide and review own practice
 - uphold and promote the values of the Institute to work in the public interest

Desirable

- Experience of post-excavation processes and archive preparation
- Knowledge of CIfA and Historic England (HE) Standard and Guidelines
- Experience of working as part of a multidisciplinary team (both external and internal) to achieve projects aims and outcomes.
- Experience of working with new to sector staff; supporting, mentoring, and encouraging them and others in new or unfamiliar environments
- Experience of public engagement
- Clean and Valid Driving Licence and willingness to drive company vehicles
- Knowledge of Health and Safety requirements relating to archaeology
- First Aid qualification, or willing to be trained as a first aider

Skills, Abilities and Competencies

Essential

- Ability to work independently and interact with team members and contacts, internal and external to the University*
- Good organisation and communication skills
- A proven ability to work with accuracy and attention to detail.
- A proven ability to organise and prioritise own workload and to work with minimum supervision.
- Ability to be flexible and use own initiative to deal with urgent tasks.*
- Ability to work in a fast-paced environment.
- Ability to work under pressure and to deadlines *
- Excellent communication skills both written and oral

- Ability to demonstrate behaviours that are in accordance with the University values of inclusive, inspiring and impactful.
- The role involves physically demanding work, including wet sieving, lifting, carrying, using stepladders and repetitive manual tasks. Occasional site work may be required.

Desirable

- Interest and knowledge of British Archaeology, particularly the archaeology of the Midlands
- IT literate in CAD and GIS
- Knowledge of the UK Planning Law and Processes

**Criteria to be used in shortlisting candidates for interview*

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration and Disclosure and Barring Service (DBS)

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an [enter level of disclosure].

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values



Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

