

Job Description

Job title:	Project Specific Senior Processor
Hours:	37.5 hours, Monday to Friday Up to 48 hours may be required on nominated work packages, including weekends.
Location:	Birmingham
Responsible to:	Project Supervisors and other members of the management team as appropriate
Responsible for:	Processors and other Archaeologists if required, other project staff and volunteers
Overall job purpose:	To supervise a small team to process human remains (wash, side and bag) and finds associated with burial archaeology to a state suitable for assessment/analysis and in line with current archive standards.
Key result areas:	<ul style="list-style-type: none"> • Supervise the small team of processors to successfully meet daily quotas and project deadlines • To work with respect and decency with an appreciation of the ethical issues involved with working with human remains. • To process human remains, which will include siding, bagging and identify basic pathology using predefined methods maintaining daily targets. • To process finds, which will include washing, marking and bagging • To log information in a database • To complete all work on time and within budget and contribute to the successful commercial operation of MHI. • To contribute to and support positive morale within teams • To be professional and polite at all times and to uphold the standards, values and reputation of MOLA Headland Infrastructure in all team, client and public interactions. • To work in accordance with Health and Safety policy at all times. • Other duties appropriate to the post may be required
Working conditions:	The work involves repetitive manual tasks and lifting. Some keyboard / VDU work will be required. As will work in inclement weather.
Continuous Professional Development:	We are committed to supporting and providing CPD for successful candidates. We expect all employees to undertake available training and research to enhance personal knowledge, skills and experience.

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 Headland Infrastructure as long as this is reasonable and commensurate with the nature of the post held.

Last updated: October 2018

Person Specification

Essential	Desirable	Assess Method
Qualifications		
Interest and knowledge in British archaeology	Degree in archaeology or equivalent experience	AF
AQP / PQP CSCS cardholder, or willingness to acquire one		AF/I
Experience & Knowledge		
Experience of supervising small teams	General knowledge of human remains pathology	AF/I
Experience processing human remains	Experience of commercial archaeological fieldwork	AF/I
Ability to identify and side human bone elements		AF/I
Experience of processing finds		AF/I
Skills, Abilities & Competencies		
Excellent communication skills, both written and oral	Comfortable undertaking database entry	AF/I
Ability to meet daily targets and work to tight deadlines	Some finds identification skills	AF/I
Ability to work without close supervision and to use own initiative		AF/I

Assessment Method:

AF = Application form

I = Interview