



Groundwork East Job Description

Job Title: Landscape Architect

Responsible to: Senior Landscape Architect

Responsible for: No staff to manage

Location: Location to be determined within the east of England with opportunities for home working

Job Summary

The Landscape Architect is a key member of the landscape design team and is responsible for delivering high quality landscape, green infrastructure and public realm projects. Working with and supporting the Senior Landscape Architect, the post holder plans, develops, designs and implements landscape improvement projects across the East of England.

The post holder project manages and oversees a high-quality design service to clients, end-users and the wider community.

Main Objectives

Working with the Senior Landscape Architect (SLA), the post holder will:

- Manage the design and implementation of a range of landscape improvement projects in partnership with the public, private and voluntary sectors across the East of England.
- Undertake the technical aspects design, design detail alongside contract and tender documentation, tendering and contract administration.
- Plan and organise, or contribute to, community consultation events which enable local people to participate in environmental projects.
- Operate effectively as part of the team working on and overseeing delivery of high quality landscape, green infrastructure and public realm based projects.

Key Responsibilities and Duties

- Undertake the full scope of Landscape Architect's duties and manage projects from inception to completion (including: feasibility studies, survey, design, detailing and cost estimating, preparation of contract and tender documentation, tendering and administration of contract, and all works on site to completion).
- Preparation of illustrations, plans and master-plans for presentation to clients and for consultation, using all appropriate graphic materials, media and software.
- Ensure awareness and compliance with Health & Safety and the CDM regulations.
- Ensure that all related project monies are spent and claimed according to the requirements of sponsors, funding bodies and Groundwork's policies and procedures. Ensure all reporting requirements for projects are met.
- Provide effective project management ensuring deadlines and targets, including income target, are met for each project and efficient contract administration is achieved including maintaining up to date and accurate project records and filing.
- Support the landscape team to develop and implement new areas of work such as Green Infrastructure.

- Provide landscape technical support to the other Teams in the Trust as required including the development team through the production of tenders and proposals.
- Provide regular progress reports to SLA for all projects undertaken.

Project Development, Management & Delivery

- Manage the delivery of landscape projects within deadline, income targets and project budget.
- Ensure the effective use of the project management systems and procedures and files, as required to keep up to date information on the status of each project.
- Provide feedback on the success, client satisfaction and sustainability of completed schemes or projects to Senior Landscape Architect.
- Evaluate the design options developed for each project ensuring they represent value for money, practical and high quality solutions and ensure that they fulfil the clients' brief.
- Ensure effective data capture and reporting on project performance measures and other key performance indicators as required.

Other Responsibilities

- Achieve at least minimum CPD requirements for Chartered Landscape Architect CMLI
- Contribute to the production of marketing and communication materials that help to promote the work of LDS and Groundwork East.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director
- Work with due regard for Groundwork's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures.
- All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork East's Environmental Management System.

August 2021

LANDSCAPE ARCHITECT PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Valid driving licence • Post Graduate Degree in Landscape Architecture 	<ul style="list-style-type: none"> • Chartered Member of the Landscape Institute 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • Proven experience of design and procurement of complex landscape schemes • Proven experience of tender and proposal writing • Team work • Detail design of a bespoke element in a scheme or production of a plan that develops a unique sense of place for a site • Sketch designs, design and working drawings, specification writing 	<ul style="list-style-type: none"> • Additional experience in landscape design and procurement • Dealing with a wide range of people in the public and private sector • Managing programmes and budgets 	<ul style="list-style-type: none"> • Application form • Interview/Portfolio
Skills	<ul style="list-style-type: none"> • Enthusiasm for community participation • Ability to respond to changing circumstances on projects (resilience) • Ability to carry out research • Confident communicator • Enjoys learning, applying and sharing information 	<ul style="list-style-type: none"> • Confident drawing ability 	<ul style="list-style-type: none"> • Portfolio • Application form • Interview
Knowledge	<ul style="list-style-type: none"> • CDM Regulations • MS Word/Excel • Use of AutoCAD • Photoshop • Hard and soft detailing 	<ul style="list-style-type: none"> • Use of NBS software • Use of AutoCAD 3D and Keyscape • Risk management • GIS 	<ul style="list-style-type: none"> • Application form • Interview • Portfolio

