###### groundwork logo 354 CGroundwork London Job Description

###### Job Title: Project Landscape Architect

**Responsible to:** Senior & Principal Landscape Architects

**Responsible for:** Landscape Architects, Assistant Landscape Architects & Volunteers

**Location:** Baron Street, N1 andother Groundwork London Offices

Job Background

The Project Landscape Architect is a key member of the Landscape Design Team structure and is responsible for delivering high quality landscape, green infrastructure and public realm based projects across London. Working with and supporting the Principal and Senior Landscape Architects, the post holder plans, develops, designs and implements landscape improvement projects across London.

For their agreed projects, the post holder will project manage and oversee a high quality design service to clients, end-users and the wider community, and will be responsible for the line management and supervision of some of the teams’ Landscape Architects and as required, Landscape Architect volunteers and interns.

Main Objectives:

Working with the Principal Landscape Architects (PLA) and the Senior Landscape Architect (SLA), the post holder will:

* Assist the PLA’s and SLA to manage the design and implementation of a landscape design portfolio, with a range of landscape improvement projects on behalf of the Trust’s public, private and voluntary sectors clients across London.
* Assist the PLA’s and SLA to manage, support and develop a high performing, inspired and skilfully proficient team of Landscape Architects and Volunteers delivering highest quality landscape design and standards of service to clients, end-users and the wider community.
* Undertake and deliver the technical aspects of design, ensuring high quality creative detailed design and tender documentation, and carryout contract administration and reporting requirements. Undertake project tendering activities as required.

Key Tasks:

# Project Development, Management & Delivery

* Undertake the full scope of Landscape Architect’s duties: Manage all aspects of project design from project inception through to completion; promote and ensure the inclusion of environmental sustainability and the highest quality of design output; advise clients and communities on suitable design outcomes, accurate costings and the practicalities of implementing identified design ideas and solutions..
* Contribute to the delivery of community consultation events which enable and ensure local community members are able to participate and contribute their ideas and needs into the co-design of projects.
* Manage the delivery of LDS projects within the agreed deadlines, income targets and within project budgets.
* Evaluate the design options developed for each project ensuring they fulfil the client’s brief, represent value for money, and deliver practical, high quality, sustainable and innovative design solutions.
* Use the Trust’s Project Management systems, procedures, templates and files to ensure up to date information on the status of each project is maintained and available.
* Ensure projects are compliant with CDM regulations and understand Contractor’s Health & Safety regulations
* Provide evaluated feedback on the success, client satisfaction and sustainability of completed projects and schemes as required.

# Staff Management & Working Relationships

* Manage, motivate and support your Landscape Architects and Volunteers within the LDS team, ensuring their projects are delivered within deadlines, income targets and project budgets.
* Undertake performance appraisals of your LDS staff, and support and monitor their training and development through continuous performance management and their personal development plans, recognising the landscape profession’s CPD requirements.
* Develop and promote positive working relationships with other Trust teams and internal clients within Groundwork London.

# Operational Management of Landscape Design Service

* Maintain accurate and up to date financial and programme information records relative to the agreed projects in the current portfolio and provide regular reports as required.

**Other Responsibilities**

* Contribute to the production of marketing and communication materials that support and promote the work of the LDS and Groundwork London.
* 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 London’s Environmental Management System.

**Personal & Professional Development**

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the Trust’s training and development programme.
* Hold or be in the process of achieving at least minimum CPD requirements set by the Landscape Institute

**November 2018**

| **Position Name: Project Landscape Architect** |
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| Job Factors | **Criteria No** | **Person Specification Criteria** | **Ranking** | **Criteria to be tested by the following documents and/or activities** |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation/****Portfolio** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Education & Qualifications** | **1** | Chartered Landscape Architect (CMLI) desirable with demonstrable experience **and/or** a degree in Landscape Architecture (or equivalent) as well as a Post-Graduate Diploma or Masters degree in Landscape Architecture and demonstrable experience.  | E | **✓** |  |  |  |  | **✓** |
| **Competencies** | **2** | Ability to undertake full scope of Landscape Architect responsibilities to a high standard and client expectations | E | **✓** | **✓** | **✓** |  |  |  |
| **3** | Strong visualisation and creative design skills and ability to deliver highly effective presentations | E | **✓** | **✓** |  |  |  |  |
| **4** | Proven technical and analytical ability | E | **✓** | **✓** |  |  |  |  |
| **5** | Ability to plan, project manage and deliver landscape projects on time, and within budget and to client’s and funders requirements | E | **✓** | **✓** |  |  |  |  |
| **6** | Experience of writing feasibility studies, masterplans and area strategies | E | **✓** | **✓** | **✓** |  |  |  |
| **7** | Ability to write fee proposals | D | **✓** | **✓** |  |  |  |  |
| **8** | Demonstrable evidence of successfully managing and developing staff | **E** | **✓** | **✓** |  |  |  |  |
| **9** | Ability to utilise written and verbal communication and interpersonal skills to a high standard, including strong report writing skills and the ability to communicate effectively with people at all levels | **E** | **✓** | **✓** | **✓** |  |  |  |
| **10** | Strong negotiation skills and the ability to lead on negotiations at a high level | **D** | **✓** | **✓** | **✓** |  |  |  |
| **11** | Comprehensive understanding of relevant Health & Safety, CDM, Risk Assessments demonstrating implementation and management in practice. | **E** | **✓** | **✓** | **✓** |  |  |  |
| **Competencies** (continued) | **12** | Extensive experience in use of AutoCAD and Adobe Creative Suite - InDesign and Photoshop. (Sketch-up and Revit skills are desirable), and the ability to use corporate software applications at a high level e.g. MS Office suite including MS Excel. (MS Project is desirable). | **E** | **✓** | **✓** | **✓** |  |  |  |
| **13** | Proven ability and experience of working with a wide range of client groups | **E** | **✓** | **✓** |  |  |  |  |
| **14** | Proven ability to deal effectively with conflict situations and to reach an agreed outcome for all parties. | E | **✓** | **✓** |  |  |  |  |
| **15** | Willingness to work out of office hours including occasional evenings & weekends | **E** | **✓** | **✓** |  |  |  |  |
| **16** | Commitment to diversity and equality of opportunity in all working practices | **E** | **✓** | **✓** |  |  |  |  |
| **17** | Ability to work independently as well as part of a team | **E** | **✓** | **✓** |  |  |  |  |
| **18** | Understanding of the process of BIM | **D** | **✓** | **✓** |  |  |  |  |