

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Landscape Architect
<b>REPORTS TO:</b>	Principal Landscape Architect
<b>LOCATION:</b>	Middlesbrough
<b>PRIORITY CONTACTS:</b>	Clients, Contractors and other Staff
<b>SALARY:</b>	Circa £30,000 - £35,000 per annum

### JOB SUMMARY

Working as a member of the Landscape Team, the post holder will develop and deliver a wide range of landscape schemes as part of the Trust's varied landscape programme. The post holder will develop and manage landscape schemes, in a diverse and busy environment, ensuring deadlines are met whilst quality maintained. The post holder will also support the Principal Landscape Architect in developing and maintaining constructive working relationships with clients, contractors and other staff.

### KEY TASKS

#### Key Area: Landscape Design

- Manage and undertake the production of landscape designs, from inception to completion, to client specification and within budget whilst ensuring that all schemes adhere to current design standards and are in keeping with the Trust's quality standards.
- Support the Principal landscape Architect to ensure that innovation, creativity and research are encouraged, supported and planned into the forward programme for the whole Landscape Team.
- Ensure time management of own which enable the production of quality, creative and yet achievable schemes which are fit for purpose and fit the agreed budget and time scales.

- Support the Principal Landscape Architect to undertake regular and rigorous quality checks of standards of presentation, design and materials presented across the whole of the Landscape Team.
- Ensure appropriate fee agreements are in place for every scheme.
- Ensure that all work produced conforms to the design templates and is correctly branded and fulfils the best marketing potential.

### **Key Area: Programme Delivery**

- Support the Principal Landscape Architect in managing the delivery the landscape programme.
- Review and refine systems and processes so appropriate for design, implementation and maintenance of high quality and sustainable landscape schemes.
- Monitor and manage resources so schemes are delivered within budgets utilising the Trust's business management system.
- Monitor and evaluate the success of schemes providing reports as required for the Trust's management, external bodies and clients.
- Work within and lead, as appropriate, multi-disciplinary project teams both internal and external to facilitate project delivery.
- Ensure on-going compliance with CDM regulations both in design practice and management of contractors.

### **Key Area: Business Development**

- Support the Principal Landscape Architect to constantly explore new business opportunities within the landscape sector.
- Support the Principal Landscape Architect to ensure the Landscape Programme fully integrates into the Trust's wider programme.
- Support the Principal Landscape Architect to ensure that Landscape Team is effectively and efficiently managed to meet the needs of Trust.
- Ensure close liaison with other disciplines within Groundwork to provide partners and clients with the most professional landscape service.
- Represent the Trust, both internally and externally, as required.
- Lead and contribute to the submission of appropriate tenders and commissioning opportunities as required.

### **Additional responsibilities**

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.