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

###### Job Title: Senior Landscape Architect

**Responsible to:** Principal Landscape Architect

**Responsible for:** Landscaperoles as required

**Location:** Baron Street andGroundwork London Offices

Job Background

The Senior Landscape Architect (SLA) is a key member of the Landscape Design Service (LDS) team and is responsible for delivering and managing high quality landscape, green infrastructure and public realm based projects across London. Working with and supporting the Principal and Associate Landscape Architects, and the wider LDS team, the post holder plans, develops, designs and implements landscape improvement projects on behalf of the Trust across London. The role includes the line management and supervision of the team’s Landscape Architects and also as required, Landscape Architect volunteers and interns.

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

Main Objectives:

* 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.
* Contribute to the develop a high performing, inspired and skilfully proficient team of Landscape Architects and Volunteers in delivering the highest quality of landscape design and standards of service to clients, end-users and the wider community.
* Operate effectively as a senior member of the Trust’s LDS team, providing support to the Principal Landscape Architect and leading delivery of landscape and public realm based projects.
* Contribute to business development and the strategic expansion and growth of the landscape service, project innovation and the development of new programmes and services.

Key Tasks:

# **Project Development, Management & Delivery**

* Undertake the full scope of Landscape Architect’s duties, advising on suitable design solutions, costings and the practicalities of implementing ideas, and managing projects from inception through to completion, promoting sustainability including **SuDS** and the highest quality design.
* Ensure the LDS’s contribution to community consultation events which enable local people to participate in contributing their ideas and needs into the co-design of projects.
* Assist in the preparation of project proposals, funding bids, tenders and presentations to clients in relation to potential landscape 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 design solutions.
* Ensure compliance with, and be responsible for all LDS projects being compliant with CDM regulations and Contractor’s Health & Safety regulations.
* Ensure the effective use of the Trust’s Project Management systems, procedures and files, and ensure up to date information on the status of each project is maintained and available.
* Provide evaluated feedback on the success, client satisfaction and sustainability of completed schemes and projects as required.
* Assist in the Business Development activities of Groundwork London in relation to the work of the LDS and identify and pursue opportunities for attracting new work/projects.
* Provide technical and creative input to support the preparation of project proposals, funding bids, tenders and presentations to clients in relation to potential landscape projects.

# **Staff Management**

* Manage, motivate and support Landscape Volunteers within the LDS team structure ensuring their projects are delivered within deadlines and Groundwork London volunteer management processes are followed.
* Support the training and development of LDS staff through their personal development plans, recognising the landscape profession’s CPD requirements.
* Maintain accurate and up to date financial and performance information records relative to the Landscape Architects and Volunteers 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.
* Develop and promote positive working relationships with other teams and internal clients within Groundwork London.
* Assist in the recruitment and induction of new staff for the LDS.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* Actively support Groundwork London’s Environmental Management System through daily operational activities, duties and adherence to the Trust’s sustainability guidelines.

## Personal & Professional Development

* Assist in the recruitment and induction of new staff for LDS.
* 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 for Chartered Landscape Architect CMLI.
* Contribute to the production of marketing and communication materials to support and promote the work of 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.

**June 2023 HR ID: 201/1123**

**Person Specification – Senior Landscape Architect**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post.

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview** | **Presentation****Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- |
| **Qualification****knowledge,****experience & skills**  | 1 | Chartered Landscape Architect (CMLI), with demonstrable post charter experience or equivalent. | E | **✓** |  |  | **✓** |
| 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, with a proven technical and analytical ability.  | E | **✓** | **✓** |  |  |
| 4 | Proven technical and analytical ability. | E | **✓** | **✓** |  |  |
| 5 | Ability to manage and deliver landscape projects on time, and within budget and to client’s requirements. | E | **✓** | **✓** |  |  |
| 6 | Experience of writing feasibility studies and area strategies. | E | **✓** | **✓** | **✓** |  |
| 7 | Ability to manage budgets and writing fee proposals. | E | **✓** | **✓** |  |  |
| 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. | **E** | **✓** | **✓** |  |  |
| 10 | Ability to deliver highly effective presentations. | **E** | **✓** | **✓** | **✓** |  |
| 11 | Strong negotiation skills and the ability to lead client meetings and negotiations at a high level. | **E** | **✓** | **✓** | **✓** |  |
| 12 | Comprehensive understanding of relevant Health & Safety, CDM, Risk Assessments demonstrating implementation and management in practice. | **E** | **✓** | **✓** | **✓** |  |
| 13 | Extensive experience in use of AutoCAD and Adobe Creative Suite - InDesign and Photoshop. (Sketch-up and Revit skills are desirable). Ability to use corporate software applications at a high level e.g. MS Office suite including MS Excel. (MS Project is desirable). | **E** | **✓** | **✓** | **✓** |  |
| 14 | Proven ability and experience of working with a wide range of client groups | E | **✓** | **✓** |  |  |
| **Other requirements** | 15 | Ability to plan and manage a complex work programme and deliver results on time and within budget | **E** | **✓** | **✓** |  |  |
| 16 | Proven ability to deal effectively with conflict situations resulting in an agreeable outcome for both parties | **E** | **✓** | **✓** |  |  |
| 17 | Willingness to work out of office hours including occasional evenings & weekends | **E** | **✓** | **✓** |  |  |
| 18 | Commitment to diversity and equality of opportunity in all working practices | **E** | **✓** | **✓** |  |  |
| 19 | Ability to work independently as well as part of a team | **E** | **✓** | **✓** |  |  |