Groundwork London Job Description

Job Title: **Landscape Architect (maternity cover)**

Responsible to: Associate Landscape Architect

Location: Groundwork London Offices and project locations

Job Summary

The 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, Associate and Senior Landscape Architects, the post holder plans, develops, designs and implements landscape improvement projects across London.

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 Principal Landscape Architect (PLA), the Associate Landscape Architects (ALA) and the Senior Landscape Architects (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 London.
- 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 LDS 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 Communities and Environmental Services Team and the Development teams.
- Provide regular progress reports 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.
- 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, Impact Evaluation measures and other Key Performance Indicators.

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 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.

November 2026

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	Certificates or
Qualification knowledge, experience & skills	1	Chartered Landscape Architect (CMLI) desirable with demonstrable experience **or** a degree in Landscape Architecture (or equivalent) as well as a Post-Graduate Diploma or Master degree in Landscape Architecture and demonstrable experience.	**E**	✓			✓
	2	Appropriate experience of working as a landscape architect	**E**	✓	✓		
	3	Ability to manage and deliver projects on time, within budget, and to clients requirements	**E**	✓	✓		
	4	Ability to undertake full scope of Landscape Architect Duties to a high standard and client expectations	**E**	✓	✓	✓	
	5	Ability to utilise written and verbal communication and interpersonal skills to a high standard, including strong report writing skills	**E**	✓		✓	
	6	Strong negotiation skills and the ability to take part in negotiations at a high level	**E**		✓		
	7	Ability to deliver highly effective presentations	**E**		✓	✓	
	8	Experience of writing feasibility studies and area strategies	**D**		✓		
	9	Experience of managing budgets and writing fee proposals	**D**		✓		
	10	Ability of working with a wide range of client groups	**E**	✓	✓		
	11	Ability to plan and manage work priorities and deliver results on time	**E**	✓	✓		
	12	Ability to use landscape related software and corporate software applications to a high standard	**E**	✓	✓	✓	
	13	Ability to deal with conflict situations to an agreed outcome for both parties	**E**		✓		
	14	Knowledge of relevant Health & Safety, CDM, Risk Assessments	**E**		✓		
Other requirements	15	Ability to conduct yourself in a professional and consistent manner	**E**		✓		
	16	Ability to work well within the team	**E**		✓		
	17	Formal Project Management Training	**D**		✓		
	18	Commitment to diversity and equality of opportunity in all working practices	**E**		✓		