

Main details

Name		Staff ID:
Job title	Landscape Architect	
Department/Discipline	Landscape Architecture	
Place of work	5 The Triangle, Wildwood Drive, Worcester WR5 2QX	
Line Manager	Ruth Sears, Associate Director	

Purpose

To provide experienced professional support to the project Design Teams in competently implementing the requirements of individual project briefs.

Key Activities and Responsibilities

Core activities:

Design

Work as an inspiring, collaborative member of the ONE team enthusiastically carrying out the activities that would be expected of a talented, competent qualified landscape professional. Such duties will include, but not be limited to:

- Taking a clear, detailed, and accurate brief from a client.
- Attending meetings, taking, preparing, checking, and issuing minutes where required.
- Develop briefs into concept proposals and then prepare design drawings, illustrations and image boards etc. using AutoCAD, Keyscape, REVIT, Sketchup and the Adobe Design Suite etc.
- Design, development and presentation of concepts, landscape masterplans through to detailed design and delivery.
- Prepare landscape specifications and schedules and comment on construction details and documentation.
- Monitor works, scheme, and installations on site.
- Assist and work with the Architecture, Interiors, Civil and Structural Engineers and MEP teams in project and design development and delivery as required.

People

- Identify along with line manager any training requirements within annual staff appraisal and agree strategy to address and carry them out in a reasonable timeframe.
- Attend staff briefings and provide support when required by line manager
- Engage with wellness group and provide support where appropriate.
- Engage with the Landscape Institute and other appropriate bodies when beneficial to the company and individual.

Sustainability

Assist the company to achieve both its internal and external environmental, social and governance (ESG) targets. Make suggestions to the appropriate working group when aware of potential improvements that the company could take.

Innovation

ONE has won many innovation awards and believe research and development are incredibly important to future company growth. When requested by line manager provide support to advance innovation in the field of Landscape Architecture.



Job Description – Landscape Architect

General

Fully implement and/or cooperate in the implementation of the Company's

- Health and Safety policies provided on Employment and as updated thereafter.
- Quality Management System with regard to duties allocated to this Job Title.
- Business Plans

Carry out any other duty reasonably requested by the Directors or your Line Manager.

Management responsibilities

Contribute to Team and overall Studio resource planning and deployment.
Provide support and advice to enable the professional development of colleagues.
Work with colleagues to support the Associate Directors and Directors to develop a firm foundation for long term partnership working with new and existing clients.

Review of Job Description

This job description outlines current duties and responsibilities; however, it is subject to review and amendment in the light of developing or changing services and as part of the annual Individual Performance Review.

Confirmation of Agreement

It is agreed that the duties and responsibilities identified above accurately reflect those required of the post holder.

Signed _____ (Employee)

Name of Director:

Signed _____ (Director)

Dated ____/____/20__