

Main details

| | |
|------------------------------|---|
| Job title | Associate |
| Department/Discipline | Landscape Architecture |
| Place of work | 5 The Triangle, Wildwood Drive, Worcester WR5 2QX |
| Line Manager | Mark Martin |

Purpose

To assist the Directors and Associate Directors in the management and oversight of individual work teams comprising a single discipline of mixed grades and abilities, all directly related to the Associate's professional qualification.

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.

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 particular regard to duties allocated to this Job Title.
- Business Plans

Carry out any other duty reasonably requested by the Directors.

Project responsibilities

Take responsibility for and oversee the performance of Senior Discipline Professionals within your team.

Ensure the commercial interests of the project Employer and the Company are safeguarded.

Take a proactive role in project workload programming.

Take a proactive role in the Consultant Appointment process to identify necessary fees.

Prepare and contribute to the preparation and maintenance of fee forecasts.

Work as a collaborative member of a project team faithfully carrying out the activities that would be expected of a competent qualified design professional. Such duties will include, but not be limited to:

- Defining, recording and maintaining by appropriate means project brief information from the client and/or other relevant parties to determine design input information.
- Preparing designs and/or construction details for whole projects, buildings, elements or components thereof, including associated specifications, schedules, calculations and the like.
- Clearly communicating by appropriate means proposed solutions to all interested.
- Attending meetings, taking, preparing, checking and issuing minutes where required.
- Take responsibility for the management of whole projects providing leadership and oversight of all other disciplines and administering all of the processes and procedures required to successfully deliver the Client's project brief.
- Agree scope of services and fees with the Employer. Prepare and submit them in recognised written form for approval to the Managing Director and ensure they are signed by all necessary parties and lodged with the project documentation at the earliest opportunity in a project and before significant resource is expended.
- Coordinate the preparation of project work stage programme(s) for the design process.
- Coordinate the design of constructional elements including work by other disciplines and consultants, specialists or suppliers.
- Establish the form and content of design outputs, their interfaces and verification procedure.
- Lead communication with the Client and other project stakeholders.

Management responsibilities

Contribute to the preparation of project income and expenditure forecasts on at least a monthly basis.

Use best endeavours to ensure all projects within the discipline team are profitable, without affecting achievement of the Client objectives. Where profitability is in doubt, this to be timeously discussed with the Project Director.

Actively ensure the fee forecasts for all elements of the projects identified above are maintained in an accurate and up to date manner.

Contribute to workload programming for the discipline team in time for monthly Board meetings.

Contribute to a monthly report to the Directors in time for monthly Board meetings to cover new projects, significant project issues, feedback on staff performance and other matters as required from time to time by the Board.

Use best endeavours to ensure One maintains a positive profile and is proactive and consistent in its dealings with both internal Group contacts and external clients and contacts.

Assist the Director of QA to maintain, develop and improve the systems.

Assist the Directors in the development of, and to gain the maximum benefit out of, the NewForma system

Business Development

Work with new and existing clients to develop a firm foundation for long term partnership working. Ensure Team Members do the same.

Work with the design team on individual projects in a variety of sectors including healthcare, retail and commercial, ensuring that solutions are identified which meet and surpass the client brief.

Discipline development

Assist in leading the discipline team, implementing the strategic direction set by the Directors and offering support and guidance to members of staff as deemed necessary.

Ensure the culture of the team is one of learning and creativity with people being able and willing to offer highly creative and innovative solutions.

Create an environment within the team where people enjoy the work they do and are able to create and exploit opportunities for self-development for their own and One's benefit.

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____