

Main details

Job title	Associate Landscape Architect
Department/Discipline	Landscape Architecture
Place of work	5 The Triangle, Wildwood Drive, Worcester WR5 2QX
Line Manager	Chris Clifton (Associate Director)

Purpose

To lead the delivery of landscape architecture projects and manage project teams, acting as the primary day to day point of contact for clients. The role involves taking responsibility for design quality, coordination, programme and resources across projects, supporting the development of colleagues and contributing to the successful delivery of projects from concept through to construction, while working closely with Associate Directors and Directors.

Key Activities and Responsibilities

Core activities:

Design

Work as an inspiring, collaborative member of the ONE team, carrying out the activities expected of a highly competent and experienced landscape professional. Duties will include, but are not limited to:

- Lead the delivery of landscape architecture projects from concept through to completion
- Take responsibility for defining, managing and maintaining project brief information for allocated projects
- Lead the development and coordination of design proposals, landscape masterplans and detailed design information
- Review, coordinate and approve landscape drawings, specifications, schedules and supporting technical documentation prior to issue
- Act as the primary day to day point of contact for clients on allocated projects
- Lead coordination with architects, engineers, ecologists, arboriculturists and other consultants
- Lead project meetings where required and manage follow up actions
- Oversee site surveys, site visits and monitoring of works on site, providing technical input as required
- Ensure projects are delivered in accordance with relevant planning policy, environmental legislation and best practice guidance

People

- Work collaboratively with colleagues to support a positive and productive team environment
- Lead and manage landscape project teams comprising mixed grades and abilities
- Provide leadership, mentoring and support to Senior Landscape Architects, Landscape Architects and Assistant Landscape Architects
- Identify training and development needs within project teams and support agreed actions
- Engage positively with feedback and review processes

Sustainability

- Apply environmental, social and economic sustainability principles within landscape design and delivery
- Ensure sustainability principles are embedded across landscape projects from concept through to delivery
- Promote best practice in sustainable landscape design and delivery

Innovation

- Support innovation and continuous improvement within the Landscape Architecture discipline
- Encourage the adoption of new tools, processes and approaches to improve design quality and efficiency
- Contribute to the development and implementation of new ways of working where appropriate

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 role
- Support delivery of Business Plans as directed by senior team members
- Carry out any other duty reasonably requested by the Directors or Line Manager

Management Responsibilities

- Lead and manage landscape project teams to support programme, quality and delivery requirements
- Allocate and manage workloads within project teams
- Maintain oversight of design quality, consistency and technical standards across allocated projects
- Support project programming, resourcing and delivery planning in collaboration with senior colleagues
- Support the commercial performance of projects through effective coordination and delivery
- Contribute to the preparation of fee proposals, bids and framework submissions
- Provide input into fee forecasting and monitoring for allocated projects
- Engage positively with feedback and review processes to maintain quality standards across projects
- Participate in training, CPD and professional development activities
- Work collaboratively with colleagues to support a positive and productive team environment

Skills, Abilities and Personal Qualities

The following personal attributes are necessary within the post holder:

- Ability to lead landscape architecture projects and multidisciplinary project teams
- Strong understanding of landscape design principles, construction processes and ecological considerations
- Strong working knowledge of UK planning policy, environmental regulations and best practice guidance
- High level proficiency in AutoCAD and Adobe Creative Suite, with experience in Keyscape, SketchUp and Microsoft Office
- Ability to review, coordinate and approve complex design and technical information
- Excellent communication and interpersonal skills, with confidence leading client and consultant relationships
- Strong organisational and leadership skills, with the ability to manage multiple projects and priorities
- Commercial awareness and understanding of project delivery within fee and programme constraints
- A proactive and solutions focused approach to problem solving and risk management
- A full UK driving licence is required for site visits and client meetings

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 postholder.

Signed:
Employee

Name of Director:

Signed: