

# Assistant Landscape Architect

Service	Reporting to	Location	Grade
Engineering and Landscape Design	Senior Group Leader	Civic Centre, Swinton	3A

## About the role

- You will assist in the undertaking of feasibility studies, conceptual, preliminary and detailed design, procurement and supervision of the construction of a range of landscape projects;
- You will have a minimum of 5 years' experience in the design, implementation and supervision of landscape design projects or
- a bachelor level degree or above in a design related subject.
- You will have a working knowledge and understanding of the relevant legislation, standards and procedures.
- You will be required to liaise with Clients, Stakeholders, and the public on projects;
- You will be able to demonstrate recent experience in the following:
  - The ability to deal appropriately and effectively with external organisations, statutory bodies and clients.
  - Undertaking feasibility studies including preparing reports, cost estimates, investigating problems, and identifying of options.
  - Working knowledge of the relevant legislation and guidelines.
  - Initiative and ingenuity in solving landscape problems.
  - Good communication skills, both orally and in writing, both at a general and technical level.
  - Working capability to use AutoCAD, Adobe Creative Suite, GIS and other associated software in the preparation of designs and drawings.

## Key outcomes

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- Assist with the technical aspects required for project delivery including feasibility, concept design, detailed design, preparation of tender and contract documentation, invitation of tenders and supervision of construction works on site.
- Contribute to implementing projects to meet the requirements of quality, health & safety, environmental standards, and time to both national and corporate standards.
- Assist with preparing schemes for tender using JCT & JCLI forms of contract for landscape works.
- Ensure compliance of your work with a high regard to Health and Safety and the application of the CDM Regulations and other legislation.
- Abide by the objectives and targets of both the section and the department and follow procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
- You will require the ability to set and work to personal deadlines and targets to meet the requirements of programmes of work, to meet clients' needs and to respond to targets set by others.

## What we need from you

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- To model and demonstrate our values and behaviours.
- You will possess;
  - a Bachelor's or Master's degree in Landscape Architecture or a related subject accredited by the Landscape Institute.
  - a member of the Landscape Institute.
- Full UK driving license.
- Ability to work independently across multiple site locations in an organised and effective manner.
- Excellent communication skills, both orally and in writing, both at a general and technical level.
- Knowledge of current design standards, guidance and best construction practice.
- Understanding of current Health & Safety legislation, regulations and requirements.
- Commercial awareness to support in the preparation of JCT & JCLI forms of contract for landscape works.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

## Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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