

**Job Description**

**Job Title:** Assistant Landscape Architect

**Salary Grade:** Grade 6

**SCP:** 22 to 25

**Job Family:** Regulation and Technical

**Directorate:** Commercial Development

**Work Environment:** Office

**Reports to:** Principal Landscape Architect

**Number of Reports:** N/A

**Purpose:**

To assist the Landscape Design Services team with the design, delivery and management of landscape projects. To provide landscape design advice and graphic presentational material for clients and the public under appropriate supervision.

**Key Responsibilities:**

* To carry out allocated work including tasks associated with the design and implementation of landscape projects such as public realm schemes, play areas, sports facilities and school grounds improvements.
* To project manage the design and implementation of landscape projects including contract management with supervision by senior staff
* To prepare design and construction information using Autocad for 2d design, Preparation of specifications and bills of quantities.
* Production of presentation material using Adobe Creative Suite eg Photoshop, InDesign and Illustrator, Sketchup.
* Use of Microsoft packages, Teams and email for contract information and general office administration and communications.
* Assist in the preparation of specifications and bills of quantities for landscape projects.
* To perform tasks having regard to targets and objectives set.
* To carry out your duties with full regard to the Council’s Policies and Procedures including, in particular, the following: Health & Safety; Data Protection/Freedom of Information; Officer/Member Protocol; Equal Opportunities; Corporate Aims and Objectives and Performance Monitoring.
* Support with the preparation of funding bids and tender submissions.
* Support actions to secure continuous improvement in the delivery of the Council’s Planning and Regeneration Service.
* Contribute to the success of the team by developing supportive working relationships and demonstrating a flexible approach to team work.

**Other Duties**

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council