

Job Description



Job Title: Senior Landscape Architect	Service Area: Highways and Sustainable Transport	
Directorate: Environment and Sustainable Transport	Post Number: 10020905	Evaluation Number:
Grade: PO5	Date last updated: March 2021	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To work within the Royal Docks Corridor Team alongside Landscape Architecture Team and the wider Highways and Sustainable Transport Service to deliver a professional, efficient and effective service that is good value for money.

To assist the Principal Landscape Architect in achieving the aims and objectives of the project.

To work with a multi-disciplinary team of professional and technical staff including external consultants and external partners, to design and deliver the Landscape and urban realm elements of the project.

Job Context

1. The post-holder reports to the Principal Landscape Architect.
2. The post-holder has no line management responsibility, but will be expected to deputise for the Principal from time to time and coordinate project work with other members of the wider team.
3. The post-holder has responsibility for management of specific project budgets.

4. The postholder may be required to work evenings, weekends, and occasionally public holidays, in order to attend meetings or perform other duties.
5. The post-holder has specific Health and Safety and risk management responsibilities in respect of current legislation and regulations.

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To arrange the necessary site investigations and data collection to obtain information so that projects can proceed
2. To assist in the liaison with Stakeholders
3. To assist in monitoring the work and accounts of consultants or contractors working on projects
4. To liaise with other teams and groups both within the Service and the wider Council
5. To respond to enquiries from the public and/or Councillors and to initiate reports
6. To assist in creating public consultation documents and arranging distribution. To note comments gained from the consultations and make proposed alterations as required to the original scheme
7. To maintain records in a systematic and accessible format
8. To make regular site visits and, if the need arises due to site constraints, to change the design and inform the contractors, to ensure the smooth implementation of the scheme, all with due regard for contract, legal and safety matters when making such decisions
9. To assist the Project Manager or Principal Officer in assessment of time and cost resources for projects
10. The post-holder should be confident in his/her ability to manage projects independently, manage work of junior staff and deal directly with consultants and contractors
11. To be responsible for the project budgets, as allocated
12. To arrange for and manage workshops for various stakeholders and designers
13. The post-holder will be required to assist in the preparation of briefing notes to provide information for Members, Management and Stakeholders to support the decision making process.

14. The post-holder has responsibility for design and specification work from concept to detail including obtaining quotes and estimates and effective use of Term Contract schedule rates
15. The post-holder will be required to assist in the development of capital projects through implementation stages, to post implementation assessment for major projects
16. To assist in liaising with external organisations including other boroughs, TfL, GLA, LLDC, other departments and Councillors and provide input to enquiries from members of the public
17. To undertake research, design and evaluation of the cost and value of alternative options and solutions to identified problems
18. To act as the main point of contact for the Client or project sponsor and contractor as appropriate
19. To organise own workload together with coordination with other project members to achieve targets set in conjunction with management of the project
20. To assist in the procurement process to appoint designers and contractors to undertake work on major projects
21. Such other duties, within the competence of the post-holder which may be required, reasonably, from time to time
22. All duties to be carried out in compliance with relevant Health and Safety legislation
23. To deputise, on occasion and as required, for the Principal Landscape Architect
24. To write technical specifications and design statements and provide complex professional and technical guidance and support to other officers within the project group
25. To assess time and cost resources for projects
26. To manage procurement exercises for the appointment of contractors and consultants as required.
27. To liaise with external organisations including other boroughs, TfL, GLA, LLDC, other departments and Councillors and deal with enquiries of a specific and often contentious nature from members of the public

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

<p>KNOWLEDGE & ABILITY</p> <p>Knowledge of the requirements of relevant Health and Safety legislation</p> <p>Knowledge of wider legislation relevant to the service area</p> <p>Knowledge of industry standard contracts and best practise in public realm design</p> <p>High level of knowledge and skills in computer aided design including Autocad and Adobe Creative Cloud</p> <p>High level of skill in communication both orally and written with ability to tailor this to the audience including children</p> <p>High level of knowledge and professional skills sufficient to undertake a range of Public Realm schemes including Highways led major projects</p> <p>Knowledge of the functions and current trends and developments in Local Authorities</p> <p>High level of knowledge and professional skills sufficient to undertake a range of Public Realm schemes including high value Highways led major projects over £2m in value</p>	<p>All criteria assessed by Application Form and Interview</p>
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<p>QUALIFICATIONS:</p> <p>Relevant academic qualifications at degree level or equivalent</p> <p>Chartered Member of the Landscape Institute or working towards Chartered status</p>	<p>All criteria assed by Application Form/Certificate</p>
<p>DBS</p> <p>This post is not subject to a DBS check but the applicant must be willing to undertake a check if the requirement arises.</p>	
<p>EXPERIENCE:</p> <p>Experience of working with professional, technical and administrative staff within a local authority or large multi-disciplinary organisation</p> <p>Experience of technical skills associated with the relevant service area</p> <p>Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment</p> <p>Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery</p>	<p>All criteria assed by Application Form and/or Interview</p>

<p>Experience of financial management including financial monitoring and budgetary control procedures of projects and budget lines</p> <p>Experience of the application of technology solutions in a relevant and changing environment</p> <p>Experience of site supervision</p> <p>Experience of delivering complex public realm projects within an existing busy urban context</p> <p>Experience in the preparation, writing and submission of committee and management reports</p> <p>Experience in defining, procuring and managing services and projects by external consultants and contractors</p> <p>Experience of project and contract management within the relevant service area of projects over £2m in value</p> <p>Experience of contract management and site supervision using the NEC suit of Contracts</p> <p>Experience of preparation of contract documents, specifications and methods of measurement for highways works</p>	
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SKILLS AND ABILITIES:	
Proven project management skills	Application Form/Interview
Proven team management skills	Application Form/Interview
Strong analytical and numeracy skills	Application Form/Interview
Articulate both in written and oral form	Application Form/Interview
Ability to manage budget lines, and skills to minimise budget under/overspends	Interview
Demonstrable project and contract management skills	Interview
Ability to assess the impact of legislative or administrative change affecting the service	Interview
Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers	Interview
Ability to build effective and productive working relationships with colleagues	Interview
Ability to assist in managing and motivating staff and fostering their development.	Interview
Ability to manage capital and revenue projects and work within the contract standing orders	Interview
Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service	Interview
Ability to contribute to corporate projects on behalf of Traffic & Transportation	Interview
Ability to translate corporate policies into tangible service improvements	Interview
Ability to plan and work towards the long term strategic vision and to translate that vision into reality	Interview

Confidence in managing and motivating staff and fostering their development. To relate to and work with people at all levels	Interview
Ability to use management information to judge service performance, and contribute to service improvement strategies	Interview
PERSONAL STYLE AND BEHAVIOUR:	
Committed to quality outputs	Application Form/Interview
Flexible, adaptable and resilient to change, including an innovative approach to the management of change in service provision	Application Form/Interview
Persuasive, persistent and determined	Interview
Deals well with conflict resolution	Interview
Probity and honesty	Interview
Politically aware	Application Form/Interview
OTHER SPECIAL REQUIREMENTS	
Willingness and ability to work out of hours	Application Form/Interview