

## Job Description



<b>Job Title:</b> Principal Landscape Architect	<b>Service Area:</b> Highways and Sustainable Transport
<b>Directorate:</b> Environment and Sustainable Transport	<b>Post Number:</b> 33900 <b>JE Number:</b> 5800
<b>Grade:</b> PO7	<b>Date last updated:</b> January 2024

### **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**

Responsible for the delivery of an efficient and effective Landscape Architectural Service that is good value for money.

To be responsible for the policies and strategies to manage a Landscape Architectural Service including developing and managing a programme of public realm, urban design and landscape architecture projects.

To initiate and commission works, deliver routine or major projects, provide technical advice, adhere with statutory regulations and procedures and work effectively with a wide range of partners.

## **Job Context**

1. The postholder reports to the Head of Service.

2. The postholder has line management responsibility for up to 3 Senior Landscape Architects.
3. The postholder has responsibility for management of funding resources allocated for projects from the Council budgets and external funding bodies.
4. Lead the delivery of a range of design projects involving planning and landscape design.
5. The postholder may be required to work evenings, weekends, and occasionally public holidays, in order to attend meetings or perform other duties.

## **Key Tasks and Accountabilities**

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

1. To implement strategies that will enhance all aspects of the service
2. To contribute to the formulation of strategies that will enhance all aspects of the service
3. To pro-actively advise on how the service delivered can contribute positively, flexibly and innovatively to wider Service Area and Corporate initiatives.
4. Design hard and soft landscapes improvements to Newham's public realm and ensure the provision of technical support, expertise and advice to individual clients and stakeholders for landscape designs and planning applications.
5. To regularly monitor work programmes, budgets, performance indicators and quality targets.
6. Effectively manage and monitor activities, projects and the progress of commissioned works undertaken by you or your team, or through consultants, to achieve desired objectives.
7. Undertake option appraisals, feasibility studies, consider resource needs and costs to meet customer requirements. Commission briefs and produce designs & contracts using design software.
8. To establish quality systems for the delivery of an effective service.
9. To ensure that the team meets agreed objectives.

10. To ensure a consistently high quality of organisation, systems, procedures and control mechanisms, exploiting advances in technology to deliver a high quality performance
11. To ensure that the work of the team delivers a high quality service, as determined by performance indicators, internal and external assessment and customer feedback.
12. To manage services/works supplied by external consultants, suppliers and contractors.
13. To manage revenue and/or capital budgets as allocated in accordance with Council and Service Area guidelines
14. To manage, lead, motivate and develop the performance of staff within the team.
15. Provide information and reports to assess performance and contribute to changes.
16. To ensure that resources are controlled and allocated to optimise efficiency and effectiveness within the financial scheme of delegation.
17. To ensure that the team works as a highly professional team where the potential of staff is fully exploited
23. Through the Best Value approach to develop and implement demonstrable and significant improvement in the control of resources, efficiency, and effectiveness resulting in higher quality of services within budgets.
24. Attend meetings, resolve problems & explain technical details. Deputise for the Head of Policies and Programmes as required.
25. To support the development of an organisational culture which puts people first and reflects and reinforces our HEART values and behaviours.
26. To promote equality of opportunity in the delivery of services and employment practices.
27. To develop and maintain effective communications, liaison and working relationships both internally and externally by directly employed staff and external resources with elected members, client officers, community and business partners, relevant organisations and individuals so as to ensure maximum effectiveness of the services delivered by the team.
28. Keep up to date with developments in your professional field to ensure this is part of the continuous provision of high-quality services.

29. To carry out such other duties within the competence of the postholder as may be reasonably required from time to time.
30. To perform duties during evenings, weekends and public holidays as and when necessary.
31. Ensure planning supervisor, designer, and client agent duties under CDM are followed as required and measures are in place to manage Health and safety risks.
32. To be aware of relevant Health and Safety legislation and implement working practices to ensure compliance.

### **Equal Opportunities**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work.

## Person Specification



<b>Job Title:</b> Principal Landscape Architect	<b>Service Area:</b> Highways and Sustainable Transport
<b>Directorate:</b> Environment and Sustainable Transport	<b>Post Number:</b> 33900 <b>JE Number:</b> 5800
<b>Grade:</b> PO7	<b>Date last updated:</b> January 2024

### 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 shortlisted. 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.

#### KNOWLEDGE:

1. Comprehensive Knowledge of the practical application of specific techniques relevant to the service.
2. knowledge of the technical developments in the relevant service area
3. Comprehensive knowledge of legislation relevant to the service
4. Comprehensive knowledge of best practice relevant to the service

Application Form/ Interview/Test

Application Form/ Interview/Test

Application Form/ Interview/Test

Application Form/ Interview/Test

<p>5. Knowledge of the requirements of relevant Health and Safety legislation.</p> <p>6. Knowledge and understanding of NEC and Civil Engineering type contracts and methods of measurement to be able to deal with any contractual matter.</p> <p>7. A comprehensive knowledge of project management techniques and their relevance to particular project situation.</p>	<p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p>
<p><b>QUALIFICATIONS:</b></p> <p>Membership of the Landscape Institute (CMLI) or equivalent qualification.</p>	<p>Application Form/Certificate</p>
<p><b>EXPERIENCE:</b></p> <p>1. Experience of the technical skills associated with the relevant service</p> <p>2. Experience of the detailed assessment and analysis of relevant projects or schemes.</p> <p>3. Experience of the preparation of relevant feasibility studies, complex reports, project designs and estimates including analysis, evaluation, costings and working to predefined budgets.</p> <p>4. Experience of all aspects of relevant contract works, i.e. preparation of contract documents, bills of quantities, drawings and specification, supervision and management of contracts.</p> <p>5. Experience of the certification of interim and final accounts and contract claims resolution in accordance with</p>	<p>Application Form/ Interview/ Test</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p> <p>Application Form/ Interview/Test</p>

professional good practice.	
6. Experience in the preparation of formal reports to the Mayor and/or Cabinet and senior management.	Application Form/ Interview/Test
7. Experience of the financial control of revenue and capital budgets.	Application Form/ Interview/Test
8. Experience in the management and motivation of more junior staff	Application Form/ Interview/Test
9. Experience in defining, procuring, operating and controlling services by external contractors and consultants.	Application Form/ Interview/Test
10. Experience of the management of a team of professional, technical and administrative staff within a Local Authority or other large organisation.	Application Form/ Interview/Test
11. Financial management experience including financial monitoring and control procedures relevant to operating on a trading account basis.	Application Form/ Interview/Test
12. Experience of the application of relevant IT solutions.	Application Form/ Interview/Test
13. Experience of the management and development of more junior staff	Application Form/ Interview/Test
14. Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery.	Application Form/ Interview/Test
15. Evidence of successful innovation, initiative and achievement in either a public sector or private sector environment.	Application Form/ Interview/Test
16. Experience of the leadership, management and development of a team of staff.	Application Form/ Interview/Test
17. Experience of successfully representing and deputising for line manager	Application Form/ Interview/Test

18. Evidence of assistance to line manager in the assessment of resources, the programming of workloads and the setting of performance indicators.	Application Form/ Interview/Test
<b>SKILLS AND ABILITIES:</b>  1. Good analytical skills 2. Articulate both in written and oral form 3. Highly numerate 4. Ability to do free-hand drawings. 5. Ability to undertake drawings using CAD 6 An ability to manage capital and revenue projects and provide clients with regular clear and concise financial updates 7 An ability to prepare clear and concise reports 8 Ability to monitor appropriate qualitative and quantitative indicators to measure the performance of the service 9 Ability to contribute to corporate projects on behalf of the Public Realm. 10 Ability to listen and respond sensitively to the needs of the community and customers. 11 Ability to build effective and productive working relationships with colleagues. 14. Good leadership skills 15 An ability to assess the impact of	Interview /Test Interview/Test Interview/Test Interview/Test Interview/Test Interview/Test Interview/Test Interview/Test Interview/Test Interview Interview Interview/Test

	legislative or administrative changes affecting the service including health and safety issues and to contribute to the implementation of changes to comply with those requirements.	Interview/Test
16	Ability to contribute to and implement service improvement strategies	Interview
19	An ability to devise innovative procurement options.	Interview
21	An ability to use management information to judge service performance and devise and implement service improvement strategies.	Interview
22	Ability to structure the service to the needs of the community and customers	Interview/Test
<b>OTHER SPECIAL REQUIREMENTS:</b>  To be able to work out of normal working hours as and when required.		Interview