

Job Description



Job Title: Landscape Architect	Service Area: Highways and Sustainable Transport	
Directorate: Environment and Sustainable Transport	Post Number: Fusion 33901/10020277	Evaluation Number: 6760/6760a/6760b
Grade: GRADE P01/P02/P03	Date last updated: 23/09/2022	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

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.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To deliver a professional, efficient and effective Landscape Architectural service.

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

To work with a multi-disciplinary team of professional and technical staff including directly employed staff, agency and external consultants.

Job Summary

The post holder reports to the Principal Landscape Architect within Public Space and Landscape Design and in his / her absence to the Head of Service.

1. For P01-P02 the post holder has no line management responsibility.
2. For P01-P02 the post holder has no revenue budget responsibility.
3. For P01-P02 the post holder will be required to work some evenings and weekends in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. For P01 the post holder has responsibility to provide support in the management of capital project funding resources allocated to projects from Council budgets and external funding bodies.
5. For P02-P03 the post holder has more responsibility for management of capital project funding resources allocated to projects from Council budgets and external funding bodies.
6. For P03 the post holder will be expected to supervise junior staff and deputise for Principal Officer when required.

Key Tasks and Accountabilities

Key tasks and accountabilities 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.

P01: To undertake all responsibilities listed below with regular supervision:

1. To help maintain delivery of an effective service compliant with service quality assurance.
2. To work to a consistently high standard and work rate to reflect the appointment grade and help ensure the delivery of a high quality service, as determined by performance indicators, regular assessment and client feedback.
3. To help ensure work contributes to demonstrable, significant and long term best value environmental improvements for the people of Newham.
4. To provide support in effective management of capital project budgets as allocated in accordance with Council and Service guidelines.
5. To help promote equality of opportunity in delivery of services and employment practices.
6. To help project manage works undertaken or services provided by contractors.
7. To support an organisational culture which is positive, flexible, responsive, forward looking, performance and client focused.

8. To maintain effective communications, liaison and working relationships both internally and externally with staff, client officers, elected members, community and business partners, relevant organisations and individuals.

P02: To undertake all responsibilities listed above with occasional supervision and:

9. To take more responsibility in effective management of capital project budgets.
10. To support monitoring of capital work programmes, budgets, performance indicators and quality targets associated with particular projects for regular reports to clients.
11. To help ensure that the team meets agreed objectives and that resources are managed to optimise efficiency and effectiveness.

P03: To undertake all responsibilities listed above without supervision and:

12. To take responsibility for securing all required approvals including Key and Non-key decision reports as required for the landscape team project portfolio.
13. To take responsibility for engagement with Cabinet Lead, Ward Members, key stakeholders on the projects across the landscape design team programme and to work with Communications colleagues on engagement materials and project consultations.
14. To manage small multi-disciplinary project teams as appropriate to coordinate delivery on projects.
15. To actively build positive working relationships within the team and department, with colleagues in other departments, and with external contractors, suppliers and organisations.
16. To manage projects from concept to completion on site.
17. To lead on developing community relationships for public open spaces and their ongoing maintenance, including drafting community works and maintenance agreements and mapping a database of community maintained spaces.
18. To manage delivery of both temporary and permanent play streets Play Streets in the Borough including liaison with resident groups, organisation of traffic orders, TM plans and delivery of play items to site. To undertake a review of current play street guidance in the Borough with a view to revising and updating.
19. To lead on development and delivery of community led projects including those through the Community Assembly programme, with full budget and delivery responsibility.
20. To lead on creative wayfinding and other artistic interventions in the public realm, from a variety of workstreams across the Council, including anti-fly tipping initiatives, pavement trails for young people, regeneration and placemaking interventions, and murals on public highway.

Personal Specification



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Directorate: Environment and Sustainable Transport	Post Number: Fusion	Evaluation Number: 6760/6760a/6760b
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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 shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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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.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Specialist knowledge of landscape architecture.	Application Form/Interview
Specialist knowledge of professional practice in the UK.	Application Form/Interview
Specialist knowledge of technical design and the practical application of techniques relevant to the service.	Application Form/Interview
A clear understanding of best practice relevant to the service.	Application Form/Interview

A clear understanding of landscape or civil engineering contracts and administration.	Application Form/Interview
A clear understanding of legislation relevant to the service including relevant Health and Safety legislation.	Application Form/Interview
EDUCATION/QUALIFICATIONS qualification to Degree and post graduate diploma level (or equivalent).	Application Form/Interview
Landscape Institute Membership (or equivalent) as follows: Licentiate or recent CMLI and/or suitable professional experience.	Application Form/Interview
SKILLS AND ABILITIES: Good communication skills and ability to articulate both in written and oral form.	Application Form/Interview
Ability to provide creative solutions and communicate visually in sketch form.	Application Form/Interview
High level of CAD drawing skills and ability to use AutoCAD, Adobe Creative Cloud and Sketchup.	Application Form/Interview Application Form/Interview
Good analytical skills and highly numerate.	
Ability to manage capital projects and provide clients with regular, clear and concise financial updates.	Application Form/Interview
Ability to prepare clear and concise reports.	Application Form/Interview
Ability to contribute to corporate projects on behalf of the Service Area.	Application Form/Interview
Ability to listen and respond sensitively to the needs of the community and residents.	Application Form/Interview
Ability to build effective and productive working relationships with colleagues, members and the public.	Interview
EXPERIENCE: Demonstrable evidence of the technical skills associated with the relevant service.	Application Form/Interview
Experience of the preparation of feasibility studies, concept and scheme design, technical detailing, reports and estimates including working to defined budgets.	Application Form/Interview
Experience of project delivery, including preparation of contract documents, bills of quantities, drawings and specifications, inspection and project management.	Application Form/Interview

<p>Experience of the evaluation and certification of interim and final accounts and contract claims resolution in accordance with professional good practice.</p>	Application Form/Interview
<p>Experience in the preparation of formal reports.</p>	Application Form/Interview
<p>Experience of the financial control of capital projects.</p>	Application Form/Interview
<p>Experience in defining, procuring and managing services by external contractors and consultants.</p>	Application Form/Interview
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Committed to the Newham HEART values (Honesty, Equality, Ambition, Respect, and Together).</p> <p>Committed to quality outputs.</p> <p>Willing to learn with a positive approach to correction.</p> <p>Flexible, adaptable and seeing opportunity in change.</p> <p>Committed to equality and diversity.</p> <p>Politically aware.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form</p>