

**Job Description**

**Job Title:** Assistant Landscape Architect

**Salary Grade:** Grade 4

**SCP:**  22 to 25

**Job Family:** Regulation and Technical

**Job Profile:** RT 4A

**Directorate:** Commercial Development

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Principal Landscape Architect

**Number of Reports:** N/A

**Purpose:**

To assist the Landscape Design Services team with the design and delivery of landscape projects and with the preparation of graphic presentational material. To provide landscape design advice and graphic presentational material to colleagues in other service areas 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 assist in the preparation of design and construction information using Autocad for 2d design, Assistance with preparation of specifications and bills of quantities.
* Production of presentation material using Adobe Creative Suite eg Photoshop, InDesign and Illustrator.
* Use of Microsoft packages and email for contract information and general office administration.
* 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.