

## Person Specification Designer

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Experience of working as a Landscape Architect or have recently qualified as a Landscape Architect working towards chartered status.
- Proven ability to work with a range of clients, interpret their brief, and produce feasibility reports, detailed designs and specifications.
- Ability to demonstrate understanding of the construction industry legislative framework, industry standards and local government frameworks for service delivery.
- Operational experience and commercial understanding of successfully delivering major projects on time, within budget and to the specified standard.
- Ability to motivate and positively influence people at all levels of the organisation
- Demonstrate understanding of the construction industry legislative framework, industry standards and local government frameworks for service delivery.

#### Desirable

- Educated to degree level or equivalent and hold at least 3 years post qualification experience in a design related environment
- ICT training and in particular related to Microsoft Office and the competent use of AutoCAD as a drawing tool and other graphics software, and NBS as a specification tool.
- Experience of undertaking environmental and tree surveys on site.

### Part B

The following criteria will be further explored at the interview stage in addition to the essential criteria:

- Developed experience of the management and control of budgets, programmes, preparation of production information and delivery of construction related projects
- Evidence of effective written/oral communication skills and presentation skills involving a wide range of audiences.
- Manage own workload and prioritise tasks to achieve deadlines.
- Analytical skills
- Ability to interpret complex information
- Ability to work independently and as part of a multidisciplinary team
- Commitment to equalities in the workplace

### Additional Requirements

- Suitability to work with client group

- Flexibility to work on a range of sites across the City

## Person Specification

### Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be further assessed at the interview stage.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
  - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
  - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
  - Do not use age as a condition or indicator of experience or maturity.
  - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, no adverse criminal record, able to work weekends or evenings etc.