

## **Job Description**

**Post Title:** Assistant Designer (A4834)

**Evaluation:** 515 points **Grade:** N7

**Responsible to:** Planning Team Manager

**Responsible for:** N/A

**Job Purpose:** To undertake technical duties relating to the delivery of landscape projects, planning, development management and assist with strategy development.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Delivery of projects, including design, using knowledge of relevant landscape, architectural, or engineering practices / procedures and external legislation.
2. Analyse and interpret varied and complex information to solve difficult landscape or architectural design problems including planning of the associated activities.
- 3 Advise and support colleagues within the Directorate on planning issues involving landscape and environmental design.
4. Responsible for meeting agreed deadlines that are regularly unpredictable, checking the accuracy of own work.
5. Preparation of plans, correspondence, calculations, documents and reports.
6. Communication of complex and contentious information to a range of audiences both orally and in writing.
7. Represent the service area at meetings / working groups within Planning and liaison with departments and organisations external to Place Directorate.
8. Provision of advice, guidance and training to staff on a lower grade.

9. Carry out surveys, measurement and testing.
10. Work on landscape design and planning tasks under minimal supervision with defined areas of responsibility.
11. Responsible for managing own workload and prioritising tasks.
12. Contribute to setting and monitoring of budgets including accountability for the effective expenditure of large budgets.
13. Use of Information Technology software associated with the, landscape design tasks being undertaken including the preparation of drawings electronically.
14. Provision of advice and guidance regarding internal policy and external regulation relating to landscape practices.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
16. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.