

## Person Specification

Assistant Designer (Landscape)

RR355

### Part A

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

#### Essential

- Experience in the delivery of a wide range of landscape design and landscape planning projects.
- Proficiency in the use of various software packages to produce design drawings and illustrative material for clients, contractors etc.
- Experience in the preparation of feasibility studies, reports and consultation documents.
- Ability to develop a client brief using outline sketch designs and consultation with the client and end users.
- Ability to carry out the survey and analysis of a site and prepare design proposals based on the survey.
- Achieved Landscape Institute Pt.3 qualifications and, or be working towards, Pt 4 qualification.

#### Desirable

- Experience in working within a multi-disciplinary environment with architects, planning officers, urban designers and non-design based professionals.
- Developed experience in dealing with contractors.
- Experience of working on projects using the JCT forms of contract.
- Experience in working with external framework partners.
- Experience in working within the procurement rules as set out within a Local Authority.
- To be a Chartered member of the Landscape Institute or working towards Chartership.

### Part B

The following criteria will be further explored at the interview stage:

- Experience of working collaboratively, having a team approach within multi-disciplinary teams.
- Working with in-house service providers and internal clients.
- Self – motivated and adaptable to changes within the Local Authority environment.

- Display initiative and the ability to work flexibly, independently or in a team and experience of working to tight deadlines.
- Demonstrate commitment to Public sector values and equal opportunities.

**Additional Requirements**

- A clean current category B (car) driving licence.

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### 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, able to work weekends or evenings etc.