

## JOB DESCRIPTION

<b>Job Title</b>	Landscape Architect		
<b>Directorate</b>	Education Operations		
<b>Reporting to</b>	Service Manager - Grounds & Landscape Operation		
<b>Grade</b>	SC10		
<b>Evaluation ref:</b>	AG0825	<b>Job Family ref:</b>	PRC10
<b>Role purpose</b>			
Acts as lead designer and project manager on a wide range of landscape improvement projects (ranging from school play areas and hard and soft landscaping schemes to major sports development projects and landscape design works for large capital build projects) using a combination of professional and technical knowledge and interpersonal skills, including consultation and negotiation skills.			
<b>Responsibilities</b>			
Leads in the procurement of landscape-based projects ensuring a best value approach for the Council. Leads on providing innovative design solutions to minimise expenditure while maximising outputs.			
Liaises with and provides advice on complex issues to Senior Professionals, Line Managers and officers, external organisations including third party clients, on a variety of landscape issues including; landscape design standards, current sports and play legislation, environmental impacts and political awareness. Ensures that the statutory external works requirements of the Council are met.			
Undertakes investigations into serious or contentious contractual/political/technical issues, advising Senior Professionals and Line Managers on the outcome/implications and of any action taken. Provides high level detailed information as required to assist line manager in handling complex complaints or ombudsman enquiries in a professional manner which protects and reflects the standards of the Council.			
Implements higher level projects and/or policy development work with key stakeholders as agreed with the Line Manager. Consults and negotiates with both in-house service providers and external contractors on both major landscape design and grounds maintenance contracts. Monitors project performance and implements any change initiatives required.			
Provides advice, guidance and support to Line Managers and Senior Professionals in handling complex, sensitive or contentious landscape, ecological or arboricultural issues and ensure that all procedural and legal requirements are met.			

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Shares technical expertise with junior colleagues and assist them identify potential career development opportunities. Provides a mentoring role to junior staff to help develop their role within the team including allocating and delegating tasks at an appropriate level.

Works as part of a team and leads on key aspects of landscape projects which have a significant impact on working practices across the Council and other Organisations (such as Town and Parish Councils and other public sector organisations).

Designs and delivers presentations to groups of stakeholders and write complex briefings to support landscape project work and to generate new business opportunities for the team.

Contributes to the development and delivery of the Groups work and service improvement plans. Carry out other professional duties in support of directorate, service and corporate objectives.

Provides a supporting role to Line Managers and Senior Professionals. In the absence of the line manager, provides a senior contact within the team to ensure business continuity.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Landscape Design Principles: Understanding of spatial design, aesthetics, and environmental sustainability	X	
Detailed knowledge of landscape design and construction	X	
In depth working knowledge of landscape design CAD software packages (KeyScape in particular)	X	
Proven track record of writing landscaping specifications for tender purposes	X	
Knowledge of hard landscaping construction, drainage and civils design and specification		X
Knowledge of the planning application process and ability to submit planning applications		X
Knowledge of plant species, soil types, and ecological systems.		X
<b>Experience</b>		
5+ years' experience delivering Landscape Architecture projects		X
Experience of directly managing contractors on site in a contract administrator role	X	

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Experience of managing ongoing grounds maintenance contracts for delivered projects		X
<b>Qualifications / Registrations / Certifications</b>		
A degree in Landscape Architecture	X	
Post graduate diploma in Landscape Architecture		X
Chartered Member of the Landscape Institute (or eligible to work towards CMLI status)		X
Demonstrated experience through a portfolio of completed (built) and conceptual projects	X	
<b>Skills</b>		
Ability to create compelling design concepts and visual presentations.	X	
Organised, have the ability to work to, and achieve, tight deadlines	X	
Capable of managing timelines, budgets, and multidisciplinary teams.	X	
Creative and practical approach to site challenges and environmental constraints.	X	
Works well with architects, engineers, ecologists, and contractors.	X	
Strong verbal and written communication for client presentations and stakeholder engagement.		X
<b>Working Conditions</b>		
<p>Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.</p> <p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> <li>• <b>Work Hours:</b> Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.</li> <li>• <b>Location:</b> The primary work location is County Hall, with opportunities for remote and hybrid working as per organisational policies.</li> <li>• <b>Travel:</b> Travel within the local area will be required for meetings, site visits, and community engagement activities.</li> <li>• <b>Work Environment:</b> The role involves working both independently and as part of a team, with access to modern office facilities and resources.</li> <li>• <b>Health and Safety:</b> Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.</li> </ul>		

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### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Dimensions of the role

#### Contacts & Relationships

Contact takes place by telephone, written correspondence and in person, when seeking or providing information, which may be complex or contentious, is an essential element of everyday work.

- **Internal:** Provides higher level and complex advice, guidance and support to Strategic/Group Managers, other Senior Managers, employees and contact with Elected Members. Liaison and close working with Managers, and other professionals takes place when formulating and developing policy initiatives. Provides support and guidance to Junior Professionals and Technicians.
- **External:** A wide range of organisations and contractors; Business Managers and Head Teachers at schools/academies, other local authorities, Government Departments at National and Regional level; etc as well as private organisations and developers. The purpose of these contacts can be for research, provide, obtain and analyse information; to discuss and negotiate on various landscape issues at a higher level; to contribute/influence national/local policies relating to landscape, play and sports issues.

#### Resources

The postholder will be responsible for providing Line Manager with detailed budgetary information to enable them to review and approve associated budgets. Will be expected to manage approved budgets accordingly, keeping within pre-determined allocations or advising management of changes and requesting change.

Responsible for requisitioning and approving goods/services up to £10,000 and assists/advises junior staff in a lead role when procuring at this level.

Responsible for designing, procuring and managing projects with values typically ranging from £10k-£500k. The postholder has complete control of these budgets with minimal line management input being required. The postholder will work on larger schemes ranging from £500k-£5m as part of a wider project delivery team.

Acts as mentor, allocating and checking work of junior staff which relate to the jobholder's areas of responsibility.

Where practical, provides cover for technical and project issues in the absence of the Line Manager. The postholder is engaged in inter-service, multi-disciplinary collaborative working. When leading projects and running contracts the jobholder will manage other professional building and engineering officers, support staff and staff within and external to the Council.

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### Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: July 2025