

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Landscape Architect	JEID	M0670
Salary Grade:	L		
Team:	Ecology, Historic Environment & Landscape		
Service Area:	Planning Delivery		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	n/a		

Role Purpose

To ensure that the Warwickshire Landscape is appropriately protected and managed through the delivery of advice at a senior level in one or more of the specialist areas of Planning, Projects or Records:

Planning: To deliver high quality professional landscape advice in the areas of urban and rural planning, officer, consultant and public enquiries both internally within WCC and externally.

Projects: To ensure the delivery of landscape project work on time and on budget and the co-ordination of such work with colleagues, other disciplines and external contractors, as required.

Records: To manage the Landscape Character dataset and records and the provision of detailed specialist information and advice relating to them

Role Responsibilities

To be responsible for the professional landscape input (e.g. design, development, advice and management) across one or more of the following areas as required:

Planning & Advice

1. Manage the landscape casework generated from one or more internal or external planning service level agreements
2. Lead on the assessment and responses up to and including complex and contentious planning casework and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners; including assessing proposals

3. Monitoring of onsite landscape works required as part of the planning process, including reviewing and commenting upon reports.
4. Lead of the assessment of schemes proposed by utilities, the Environment Agency, the Forestry Commission and similar organisations and responding appropriately.
5. Lead on the assembling of information for and preparing written representations; preparation of proofs of evidence and giving evidence at public inquiry.
6. Assisting with formulating, advising on and monitoring of planning documents and policies and the appearance at Local Plan Inquiries or the equivalent.
7. Provide expert advice to environmental agencies, the farming community and landowners on landscape aspects and implications of applications on government sponsored schemes such as environmental land management and woodland planting schemes.

Projects and Natural Capital

1. Lead on delivery of contractual work for large/complex/contentious projects on time and on budget for internal/external clients. Including preparation of quotes or tender submissions (both works and maintenance); surveying, consulting, investigating, and creating designs for both hard and soft landscape proposals, including masterplans, sketch designs, planting plans, construction details and visualisations; procuring/managing contractors; liaison with clients, contractors and other third parties, consulting, work programming, health and safety, equipment purchasing/maintenance, attending meetings, supervision of personnel, onsite clerk of works; quotes, budget monitoring, invoicing and financial reporting as required.
2. Lead on the preparation of tenders, let and administer these contracts, including supervision and financial control.
3. Assist with grant proposals and submissions and where necessary lead on the daily management and running of small to medium sized or complex projects including personnel, their budgets and the production of outputs and reporting.
4. Lead on the production of feasibility studies, Landscape and Visual Impact Assessments, project briefs, site analysis reports and other written material.
5. Lead on the production, oversight and monitoring of landscape management plans; including areas such as council estate (highway land, waste sites) and landowners: including those for Natural Capital Markets (e.g. Biodiversity Net Gain)
6. Co-ordinating projects with other landscape officers and disciplines as required

Records

1. Co-ordinate all responses to consultations requesting specialist landscape advice (e.g. habitat management) using Landscape Character information e.g. National Character Area profiles, Warwickshire Landscapes Guidelines and other relevant published documents This will include dealing with the general public as well as students, researchers and commercial enquiries.
2. Lead on the strategic enhancement of the Landscape Character records through its development, co-ordination and management of its information management system, archive material research and associated outreach projects.
3. Ensure a high level of public, commercial and researchers' satisfaction with all aspects of service provision and to monitor and review the service provided.
4. Ensure that information systems and document storage are maintained in accordance with nationally agreed standards.

Other Duties

1. Support with recruitment, training, mentoring and supervision of trainees and volunteers.
2. Assist on the production of reports to inform local and national strategy and policy formation
3. Provide advice to colleagues and other council services.
4. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Natural England, Environment Agency and Warwickshire Wildlife Trust as appropriate.
5. Represent the council in respect of relevant archaeological professional associations, e.g. with Landscape Institute
6. To oversee and mentor any staff, students or volunteers engaged in landscape related work.
7. Advocate and promote the profession and service to maintain a high integrity and reputation

8. Assisting with the relevant Team Leader in dealing with any general enquires in relation to Planning, Projects and Records.
9. Participate in and deliver community engagement, outreach and educational events and programmes. Occasional weekend and evening work may be involved.
10. To be responsible for maintaining Continuing Professional Development activities in accordance with Landscape Institute requirements, personal job aspirations and needs of the council, to be agreed with the line manager.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Either hold a full relevant professional qualification at degree level or have significant experience	
Have significant experience in managing large projects, landscape data and/or delivering planning advice at a senior level.	
Have significant knowledge and experience in one or more Landscape disciplines (e.g. design, contract management, landscape planning, landscape management, landscape character assessment, LVIA) and/or Landscape concepts (e.g. Green infrastructure, Natural Capital, climate change and sustainable design).	
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	
Work to landscape professional standards and Landscape Institute Code of Practice	
Have experience of using ICT including relevant Planning, Projects and/or Landscape Characterisation management systems (e.g. AutoCAD, GIS, NBS Chorus specification software)	
The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	
The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	
Ability to provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required	
Experience of monitoring, managing and being accountable for budgets	
Have significant experience of contributing to the development of Planning, Project and/or Landscape Characterisation Policies and Procedures at a senior level	
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	

Experience of liaising with owners and occupiers as well as non-professional groups and individuals.	
The ability to travel effectively throughout the County as required	
Able to undertake occasional evening and weekend working.	
Chartered Member of the Landscape Institute (CMLI) or equivalent professional membership	

Desirable Criteria

Assessed By:

Willingness to mentor landscape officers on the Pathway to Chartership.	
A relevant post-graduate or professional qualification	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing

<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	