Landscape Assistant
£19,430 - £24,964
1 Lancaster Circus
Permanent

Working 36.5 hours per week, a talented and enthusiastic Landscape Assistant with design flair is required to join The Landscape Practice Group, a busy Local Authority practice.

You will be highly motivated, able to work on your own initiative and possess a good working knowledge of AutoCAD, Graphics and Microsoft IT packages.

You should be a Licentiate member of the Landscape Institute as a minimum (Part 2 qualified).

For any informal enquires please contact Jonathan Webster, Principal Landscape Architect, on 0121 303 3937

Ref: PL1392017

Closing Date: 07 June 2017

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Landscape Assistant

GRADE: GR3

NO OF POSTS: 1

DIVISION: Parks and Nature Conservation

SECTION: The Landscape Practice Group

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1.0 JOB PURPOSE

1.1 To assist the Landscape Architects in the preparation and implementation of landscape projects and to provide general technical assistance and office support to the Landscape Practice Group.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To produce AutoCAD drawings, base plans, sketch layouts, design details, plant schedules, specifications, and health and safety plans as required under the CDM Regulations.

2.2 To prepare presentation drawings for Committees, Clients, Exhibitions and Public Meetings.

2.3 To undertake the preparation and implementation of individual minor works schemes

2.4 To assist with site surveying and the recording of survey information

2.5 To complete schedule pro-formas to assist in the preparation of revenue consequences estimates for Client reports.

2.6 To support the Landscape Architects by researching and collating statutory authority records and other project-related material.

2.7 To assist with general office support duties in dealing with telephone and written enquiries, photocopying, scanning and printing of images, text and plans, and the upkeep of technical and trade information files as necessary.

2.8 To assist with the arithmetical checking of minor works contracts, schedules quantities, competitive quotations, invoices and accounts.

2.9 To assist the Landscape Architects to record completed work on site and to produce accurate “as built” record drawings and schedules.

2.10 To complete weekly time sheets and maintain awareness of the available fee budget for projects being undertaken.

2.11 Such other associated duties, commensurate with the grade, which may from time to time incidentally arise, develop or be assigned.
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Principal Landscape Architect

JOB NO: J00978

3.2 LEVEL OF SUPERVISION: 2

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>Not applicable</td>
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*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

None
Person Specification

Post: Landscape Assistant
Grade: GR3
Division: Parks and Nature Conservation
Section: The Landscape Practice Group
Directorate: Place

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation/Portfolio.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td>Education/Qualifications</td>
<td>5 GCSEs and 2 ‘A’ Levels.</td>
<td>AF/C AF/C</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>Degree in Landscape Architecture or Licentiate (Part 2 qualified), or recognised equivalent, of the Landscape Institute’s examinations.</td>
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<td>Experience (Relevant work and other experience)</td>
<td>Experience working on projects to defined deadlines. Experience of producing presentation drawings to illustrate design proposals to a Client or user group.</td>
<td>AF AF/I/P</td>
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<td>Skills &amp; Ability</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016. Good oral communication, written and numeracy skills. Excellent design and graphic skills. Ability to prepare 3D sketches and presentation material. CAD, word processing, spreadsheet, and e-mail skills. Familiarity with IT graphic packages.</td>
<td>I AF/I AF/I/P AF/I AF/I/T AF/I</td>
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<td>Training</td>
<td>Skills in computer aided design, IT graphics packages and similar.</td>
<td>I/C</td>
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<td>Other</td>
<td>Demonstrate an understanding of the relationship between drawings and written specifications for hard and soft landscape elements.</td>
<td>AF/I</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.