



JOB DESCRIPTION

Job Title:	Graduate Landscape Architect
Responsible to:	Consultancy Manager & Senior Landscape Architect
Responsible for:	N/A
Purpose of post:	To assist the Senior Landscape Architect & Landscape Architect in delivery of consultancy services and to assist the work of the Cornwall Wildlife Trust.
Post number:	CEC 10

Key Tasks:

To assist in the day-to-day running of a busy landscape department. The consultancy undertakes commissions for a variety of clients in the private, public and voluntary sectors including landscape, ecology and planning work. The assistant landscape architect will be responsible for:

Landscape Design

- undertaking site surveys
- liaising with clients
- attending consultation meetings with interested parties including local authority officers, community groups and statutory undertakers
- preparation of base plans, masterplans, sketch designs, detailed design and production drawings (planting and construction details) using AutoCAD and freehand as appropriate
- presentation of designs to clients and other groups
- assist in preparation of production information (specifications and Bills of Quantity)
- assist in preparation of Health and Safety Plans
- assist in preparing tender lists and sending out invitations to tender
- assist in preparation of contract documents
- assist in preparing post-project reports

Landscape Assessment

- assist with landscape and visual impact assessments to published methodologies
- assist with landscape character assessments

Feasibility Studies, other reports and consultation exercises

- undertaking site surveys and assessments
- liaising with clients
- undertaking consultation meetings with interested parties including local authority officers, community groups and statutory undertakers
- preparation of plans where required

- preparation of outline production information (Bills of Quantity)
- preparation and production of written reports
- inputting into EIAs
- delivery of other consultancy services as necessary.

Other Tasks:

- developing and maintaining quality assurance information and records
- attendance at staff meetings
- filing project details and drawings
- keeping time sheets and other records including mileage and expense claims
- answering the telephone and replying to enquiries
- keeping office space and shared areas tidy
- assisting with marketing operations
- attendance at evening and weekend meetings as appropriate
- purchasing office equipment and supplies as authorised by the Consultancy Manager

Other Items:

- CEC is the consultancy of the Cornwall Wildlife Trust, based in the same office. The postholder will be expected to occasionally assist the Wildlife Trust by providing advice on landscape and wildlife matters.
- This post is full time.
- The nature of this post means that out of hours and weekend working may be required from time to time.
- The post holder will abide by CEC's Equal Opportunities Policy.

Location:

The post is based at Five Acres, Allet, Truro, TR4 9DJ, but the postholder will be required to work at other sites or elsewhere as the need arises.

ends.

Job Description – Graduate Landscape Architect
August 2006



PERSON SPECIFICATION

Job Title: Graduate Landscape Architect (post no. CEC 10)

KNOWLEDGE

Essential

- Graduate / Part III landscape architecture qualifications

Desirable

- knowledge of ecology and nature conservation issues

EXPERIENCE

Essential

- working on own initiative

Desirable

- working in a multi-disciplinary team
- experience of landscape and visual impact assessment

SKILLS

Essential

- Good graphics skills including hand rendering
- Use of AutoCAD or similar
- good written and oral presentation skills
- use of computers and software particularly Microsoft Office suite (Word, Access, Excel, Powerpoint)

Desirable

- use of software for 3D rendering and graphic presentation

PERSONAL QUALITIES

Essential

- self-motivation and responsibility
- ability to respond to sudden change and unforeseen pressure
- good punctuality and time-keeping

Desirable

- well-presented

VALUES

Essential

- commitment to sustainability and nature conservation

PRACTICAL

Essential

- full clean driving licence and use of a car

Desirable

- hands-on landscape construction experience

ends.