**Role profile**

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| **Job title:** | **Senior Chartered Landscape Architect** |
| **Grade:** | **DP** |
| **Discipline:** | **Architecture & Design** |

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| **Role purpose:** | | | |
| The Senior Chartered Landscape Architect will be responsible for leading and delivering a range of landscape projects including specification for various stages of a project from inception to completion, liaising with other professional and / or technical staff on the project. | | | |
| **Accountabilities:** | | | |
| 1. Manage and be accountable for small to large projects including design team briefs, preparing project programmes, preparing progress reports, preparing stage reports and monitoring project performance against targets. 2. Manage programme/project work and carry out allocated tasks competently within determined financial budgets and fee/cost targets. 3. Promote the services of Landscape Design by developing partnerships and helping to identify new work streams to support the successful delivery of the business. 4. Prepare and submit applications for relevant statutory approvals. 5. Act as Contract Administrator in accordance with relevant contract terms for landscape only schemes. 6. Contribute to the development, implementation and monitoring of policies, standards and strategies including monitoring of trends, legislation and best practice. 7. Meet all relevant prescribed targets and provide performance management information efficiently and effectively. 8. Responsible for identifying new business opportunities. 9. Fee earning at 90%, and contribute to the achievement of business plan objectives and targets. 10. This role requires frequent travel to other offices and sites as required. 11. Carry out duties appropriate to the grade and Chartered nature of the post. 12. Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards. 13. Demonstrate personal commitment to the Norse Way CSR strategy. | | | |
| **Qualifications:** | | | |
| 1. Professional Chartered membership of the Landscape Institute – Essential 2. Bachelor’s Degree or equivalent in a related discipline – Essential 3. Holds a current site card or is prepared to immediately attain – Essential   **Skills and knowledge:**   1. Extensive experience in a similar or related role - Essential 2. Proficient in the use of Microsoft Office Suite and AutoCAD – Essential 3. Familiar with relevant construction health and safety legislation and risks and hazards associated with asbestos - Essential 4. Proficient in design presentation packages such as Adobe Suite and Sketchup – Desirable   **Competencies:** | | | |
| **Improving for excellence** | **Level 3** | **Commercial focus** | **Level 2** |
| **Drive for results** | **Level 3** | **Customer focus** | **Level 3** |
| **Effective decision making** | **Level 3** | **Managing positive relationships** | **Level 3** |
| **Thinking with vision** | **Level 1** | **Leadership and development** | **Level 2** |
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| **General:** | | | |
| Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.  It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.  The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.   |  |  | | --- | --- | | **Creation date:** 26th October 2016 | cid:image001.png@01D16FD5.D418D750 |   This role profile has been reviewed and validated by the Group Director – Human Resources.  Last modified: 29th December 2016 | | | |