

## Job description:

# Landscape Architect

**Reports to:** Project Leader / Head of Landscape

**Based at:** London / Manchester

**Purpose:** To run small projects or work within a project team on larger projects

### Key responsibilities

#### Project responsibilities

- Establish and document project requirements clearly
- Manage workload of landscape assistants as appropriate
- Mentor and advise landscape assistants as appropriate
- Develop and maintain good relationships with clients, consultants and contractors
- Co-ordinate design work as necessary with other consultants
- Produce design and technical drawings
- Produce presentation material, reports and models
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time

#### Non project duties

- Establish and document project requirements clearly
- Manage workload of landscape assistants as appropriate
- Mentor and advise landscape assistants as appropriate
- Develop and maintain good relationships with clients, consultants and contractors
- Co-ordinate design work as necessary with other consultants
- Produce design and technical drawings
- Produce presentation material, reports and models
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time

#### Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of UK legislation, planning, construction and health and safety
- Knowledge of Revit
- Knowledge of Adobe packages

**Qualifications**

- UK Landscape Institute Chartership full membership or an equivalent international qualification with a view to achieving UK Chartership