

# JOB DESCRIPTION & PERSON SPECIFICATION



**JOB TITLE:** Senior Chartered Landscape Architect

**REPORTS TO:** Partner or Project Lead

**LOCATION:** Edinburgh or Manchester

**CONTRACT:** Permanent

**SALARY:** £40,000 - £50,000 per annum  
*(Depending on level of experience)*

[www.hta.co.uk](http://www.hta.co.uk)

**HTA DESIGN IS A MULTI-DISCIPLINARY PRACTICE AT THE FOREFRONT OF INNOVATION IN THE DESIGN AND DELIVERY OF GREAT HOUSING AND SUSTAINABLE PLACES TO LIVE.**

We work across the UK, and occasionally internationally, with over 200 staff based mostly in our four studios in London, Edinburgh, Manchester and Bristol.

We are architects, planners, masterplanners, landscape architects, interior designers, graphic designers, illustrators, leaders in engagement and sustainability specialists, all working in collaboration to design great projects for the clients and communities we serve.

Our aim is always to create great places to live and to achieve this we believe we need to create a great place to work. We develop the career of our people through a planned programme of learning and development, within a nurturing and supportive environment.

We aim to be profitable so that we can share the rewards through remuneration and staff benefits, and have a transparent vision for practice succession, so that all members of the team can plan career progression to share in ownership and management.

Our approach to employee development and wellbeing is both informed and recognised by over 20 year's of being accredited by Investors in People.



## HTA London

75 Wallis Road, London, E9 5LN  
T: 020 7485 8555

## HTA Edinburgh

99 McDonald Road, Edinburgh,  
EH7 4NS T: 0131 344 4742

## HTA Manchester

Clayton House, 59 Piccadilly, Manchester,  
M1 2AQ T: 0161 236 9185

## HTA Bristol

Spike Island Artspace, 133  
Cumberland Road, Bristol, BS1 6UX

# JOB PURPOSE

The role of the Senior Chartered Landscape Architect will be to:

- To direct the delivery of the Landscape Design Service Offerings on projects to which they have been assigned to meet the project's external and internal objectives.
- Promote Landscape Design excellence and enable HTA to achieve its objective to lead the field in sustainable placemaking by establishing quality standards for the landscape dimension of design and ensure these are delivered on HTA's projects.
- Take responsibility for leading the landscape design process and for communicating and delivering HTA's landscape design quality objectives for the project.
- Contribute to the Landscape Design Unit as a centre of excellence, developing the knowledge, skills and processes needed in the organisation.

# KEY RESPONSIBILITIES

- With the Partner for Landscape Design and other senior Landscape colleagues, use HTA's Landscape Design service offerings to establish outputs for each project and the time and resource requirements to complete these outputs.
- Direct the delivery of HTA's Landscape Design services within budgets, targets and timescales agreed with Project Leaders and Landscape Architects.
- Lead, motivate and develop more junior members of the Landscape Design team, allocate resources and encourage effective collaboration across all multi-disciplinary design teams at HTA.
- Contribute to establishing and implementing HTA's landscape design quality standards.
- Carry out all landscape design approval processes in the HTA Plan of Work, and in particular set and monitor landscape design quality objectives for all HTA projects, and audit projects to ensure they meet these objectives.
- Represent landscape design quality within all project teams.
- Contribute to establishing performance standards for the Landscape Design Unit in terms of the knowledge and skills it offers.
- Assess landscape design staff (in-house and outsource) against established standards for Landscape Design.
- Contribute to development programmes for project team members. Collaborate with HR to recruit staff as required by the project team and Landscape Design Unit.
- Contribute project work to a database of Landscape Design information (particularly 're-usable' information) embodying best practice and the experience gained by HTA in its particular field of work.
- Promote HTA's Landscape Design expertise through presentations and written publications; contribute to the development of HTA's Landscape Design service offerings in response to market need, and market and sell these services.
- Contribute to the corporate development of HTA.
- Contribute to fee agreement with clients by setting out the scope of service to be delivered on each project by the Landscape Design Unit.

# ORGANISATIONAL RESPONSIBILITIES

Where appropriate, all HTA staff are required to:

- Understand, demonstrate and apply our workplace Values: Creativity, Collaboration, Commercial Value, Care for each other and Continuous Improvement.
- Establish good working relationships with both internal and external clients and provide a high quality service which meets their needs.
- Take ownership of, and contribute to, internal and external communications activity both in their job role and as part of HTA's overall strategic objectives.
- Demonstrate a personal commitment to embracing and promoting a positive approach to the achievement of acceptance, openness, and equality of opportunity at work for people from disadvantaged and under-represented groups (i.e. such as those with disabilities, LGBTQ+ and Black, Asian and Minority Ethnic communities).
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Comply with HTA's Data Protection Policies when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company.

***This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.***

# PERSON SPECIFICATION

## EXPERIENCE AND QUALIFICATIONS

- A relevant degree in Landscape Architecture or other relevant Postgraduate/Master's degree.
- Chartered member status of the Landscape Institute or equivalent professional status.
- Proven experience of leading, building, managing, developing and working as part of a team.
- Demonstrable experience of working on medium and large-scale schemes at all work stages, running multiple complex projects and delivering high quality results.
- Experience of successful detailed planning and delivery of high quality projects to agreed deadlines and cost.
- Experience of working in an interdisciplinary environment is desirable.
- Proven commitment to high performance and dedicated to own professional learning and development.

## ESSENTIAL SKILLS AND KNOWLEDGE

- Strong attention to detail with exceptional design skills.
- Excellent project and client management skills.
- Strong organisational skills with the ability to work on a range of projects and/or tasks simultaneously, to establish priorities and work to deadlines under pressure whilst remaining calm and professional at all times.
- Excellent communication skills, including highly developed influencing, negotiating and interpersonal skills, with the ability to build and maintain key partnerships within a constantly changing environment.
- Effective team/people management skills.
- Good verbal presentation skills with the ability to also communicate efficiently and clearly both in written form and through graphic representations.
- Self-motivated and able to take responsibility.
- A flexible approach and a 'can-do' attitude.
- Good knowledge of the basic principles of horticulture and planting design.
- Knowledge of quality and management theory.
- Strong IT skills, with experience of using all MS Office applications and highly proficient in AutoCAD, Revit and Adobe Creative Suite. Experience of Sketchup and Lumion is desirable. AutoCAD and/or Revit ability may be tested at interview.

