

JOB DESCRIPTION & PERSON SPECIFICATION



JOB TITLE: Associate / Senior Chartered Landscape Architect

REPORTS TO: Partner

LOCATION: London

CONTRACT: Permanent

SALARY: £48,000 - £55,000 per annum
(Dependent on relevance and level of experience)

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, supportive, and inclusive 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

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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 Associate, Senior Chartered Landscape Architect will:

- Be responsible for leading the landscape design process, communicating, and delivering a portfolio of projects to a high standard within the landscape team;
- Contribute to the landscape design team as a centre of excellence, developing the knowledge, skills and processes needed in the organisation;
- Assist HTA in achieving its objective to lead the field in sustainable placemaking.

Associates at HTA are considered to be members of our senior management team. An Associate normally takes on additional responsibilities over and above their general role. They are responsible for representing the business at a higher level than other staff and may attend meetings on behalf of the partners with the power to make decisions concerning projects. They are also people managers and responsible for resourcing within their teams. Associates play a vital role in the development of the practice and its people and are therefore subject to a 3-month notice period following their probation.

KEY RESPONSIBILITIES

- Contribute to marketing and securing work, the production of fee agreements, tenders and service offerings.
- Contribute to the corporate development of HTA.
- Manage the delivery of HTA's Landscape Design services within agreed scope, budgets, targets and timescales.
- Lead, motivate and develop more junior members of the Landscape Design Team, allocate resources and encourage effective collaboration across multi disciplinary design teams at HTA.
- 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 to establishing and implementing HTA's landscape design quality standards.
- Carry out all landscape design approval processes. Set landscape design quality objectives and monitor projects to ensure these are met.
- Represent landscape design quality within all project / inter-disciplinary teams.
- Contribute to establishing performance standards for the Landscape Design Discipline in terms of knowledge and skills it offers.

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.
- 10+ years of relevant post qualification experience in Landscape Architecture.
- A passion for great design and the positive influence it has on people, place, and nature.
- Experience of working on medium and large-scale schemes at all work stages, running multiple complex projects.
- Experience of successful detailed planning and delivery of high-quality projects to agreed deadlines and cost.
- Experience of project and client management, including resource management, fee proposals, tendering for and winning new work.
- Experience of successfully leading and managing a team.
- Experience of working effectively in an interdisciplinary environment.
- Experience of working predominantly in the UK.

ESSENTIAL SKILLS AND KNOWLEDGE

- Exceptional people management, development, and leadership skills - someone who is able to motivate and inspire teamwork and high performance.
- A high level of self-awareness and an inclusive mindset – someone who encourages, recognises, and incorporates diverse points of view.
- Excellent communication skills, including highly developed influencing, negotiating and interpersonal skills, with the ability to build and maintain key partnerships.
- Strong presentation skills.
- 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.
- 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.
- Strong IT skills, with experience of using all MS office applications and highly proficient in AutoCAD, Revit and Adobe Creative Suite, Affinity. Experience of Sketchup and Lumion is desirable.
- Good knowledge of the basic principles of horticulture and planting design
- Knowledge of quality and management theory.
- Commitment to own development and seeks feedback on performance and takes actions to continuously improve.

