

# JOB DESCRIPTION & PERSON SPECIFICATION



**JOB TITLE:** Landscape Architect (Chartered or near Chartered)  
**REPORTS TO:** Project Lead  
**LOCATION:** London, Edinburgh, Bristol, Manchester, or Nottingham  
**CONTRACT:** Permanent  
**SALARY:** £31k - £45k (London), £29k - £43k (Outside London)  
*(Dependent on relevance and 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, 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

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 Chartered (or near Chartered) Landscape Architect will be to take responsibility for all aspects of landscape design, production and delivery on a range of projects. They will actively contribute to HTA's objective to lead the field in sustainable placemaking.

# KEY RESPONSIBILITIES

- Work with the Landscape team leaders to develop and deliver required project outputs from pre-planning through to technical design.
- Ensure compliance with all relevant regulations and standards, and HTA design quality standards and procedures.
- Coordinate external team input into the landscape design.
- Represent the landscape team to clients and within project/inter-disciplinary teams.

# 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/Masters degree.
- Chartered member or near Chartered status of the Landscape Institute.
- Minimum 3+ years demonstrable relevant post qualification experience.
- Extensive project delivery, studio and site experience.
- Proven experience of working on medium to large-scale projects at all work stages and capable of running multiple complex projects and delivering high quality results.
- Experience of successful detailed planning and delivery of high quality projects.
- Experience of working in an interdisciplinary environment.
- Experience of working predominantly in the UK.
- Proven commitment to high performance and dedicated to own learning and development.

## ESSENTIAL SKILLS AND KNOWLEDGE

- Exceptional design skills with strong attention to detail.
- Strong hand sketching skills and an ability to communicate graphically.
- Excellent project management skills.
- Effective client, team and people 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 relationships.
- Motivated and keen to take on responsibility with 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 Affinity / Adobe Creative Suite. Experience of Sketchup and Lumion is desirable.

