

Job Description & Person Specification



Job Title:	Senior Chartered Landscape Architect
Reports to:	Partner or Project Lead
Location:	HTA London
Contract:	Permanent
Salary:	£44,000 - £48,000 per annum <i>(Depending on level of experience)</i>

HTA Design LLP 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 careers 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.

We pride ourselves on our values of: Creativity, Collaboration, Continuous Improvement, Commercial Value, and Caring for each other.



hta.co.uk

[@HTADesign](https://twitter.com/HTADesign)



JOB PURPOSE

The role of the Senior 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 fee agreement with clients by setting out the scope of service to be delivered on each project by the Landscape Design Unit.
- Contribute to the corporate development of HTA.



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.
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives.
- Demonstrate a personal commitment to embracing and promoting a positive approach to the achievement of acceptance, openness, inclusion, 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).
- 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

Essential Skills, Knowledge & Experience:

- A Master's degree in Landscape Architecture or other equivalent level.
- Chartered member of the Landscape Institute.
- 8+ years post MA qualification experience is required.
- Proven capability to take responsibility for the delivery of multiple large and/or complex projects.
- Proven capability to undertake project, fee and resource planning.
- Proven ability to effectively manage outputs for multiple projects.
- Exceptional design skills, detail orientation and technical proficiency.
- Actively contributes towards and/or produces winning bids.
- Manages project finances and budgets effectively.
- Excellent people management and team leadership skills with the ability to motivate, coach and mentor others effectively.
- Encourages collaborative team working within own team and other disciplines on the project.
- Actively listens and communicates in a clear and positive way.
- Able to effectively present and deliver internal technical training.
- Consults and communicates openly and frequently with team members (e.g., holds team meetings and briefings to communicate goals and priorities).
- Confidently handles conflict and challenging conversations to address performance issues, providing support to enable improvement or taking appropriate action in consultation with HR.
- Aware of own strengths as a manager and leader and takes appropriate actions to address any weaknesses.
- Demonstrates drive and commitment towards self-learning and professional development.
- Provides direction and takes initiative to remove obstacles to get work done effectively.
- 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.



hta.co.uk

@HTADesign

