



JOB DESCRIPTION

JOB TITLE: Landscape Architect (Landscape Design Officer)

Permanent, full-time (37 hours)

DEPARTMENT: Communities and Economy Service

POST NUMBER: -

GRADE: Scale 4 to Scale 5, dependent on experience.

ACCOUNTABLE TO: Landscape and Open Spaces Team Manager

LOCATION: City Offices, Winchester

CONTEXT

The role sits within the Landscape and Open Spaces Team, within the Sustainability and Natural Environment team, whose overall remit is to protect, enhance and promote the natural and man-made environment of Winchester District.

POST OBJECTIVE

To provide professional landscape design support to variety of the Council's functions (including design and delivery of landscape projects, open space, play areas, development management and strategic planning); to protect, maintain and enhance landscape and townscape character, quality and local distinctiveness; and to promote quality spaces within Winchester City and the district.

To facilitate the delivery of key work programmes relating to play areas, skate parks and recreational facilities, to ensure effective community engagement, project management, procurement and delivery and to manage the Council's play areas refurbishment programme.

TASKS:



The following are a list of tasks to be undertaken by the Landscape Architect/Landscape Design officers. The exact tasks for individual officers will depend on experience, knowledge, training and demand.

The level of responsibility and accountability for a Scale 4 and a Scale 5 position is made clear in the task outlines below.

Development management

1. **Scale 4 & 5** - Provide advice as a landscape consultee to planning case officers and applicants in response to pre-application proposals and planning applications. This includes support to the Council's Major Projects team.
2. **Scale 4 & 5** - Ensure compliance of landscape conditions and agreement of landscape management plans where required.
3. **Scale 5 only** - Attendance at Planning Committee, providing proof of evidence and attendance as expert witness at planning inquiries when required.

Strategic planning

3. **Scale 5** - Contribute to the landscape and townscape aspects of Strategic Planning including the Local Plan, policy development and preparation, potential site allocations, Design Guides, Development Briefs and supplementary planning documents.
4. **Scale 5** - Provide accurate data and appropriate wording to the Local Plan, including the production of the Open Space Strategy and any future revisions and policies.

Scale 4 – to contribute to tasks 3 and 4 above, under direction from the WCC Landscape Architect or Landscape & Open Spaces team manager.

Landscape design & Implementation

5. **Scale 5** - Initiate, design and delivery of landscape schemes on Council owned and managed land as required, to enhance the environment. This includes working in partnership and consultation with others including the local community.

Scale 4 – to carry out the above under direction from the WCC Landscape Architect or Landscape & Open Spaces team manager.

6. **Scale 5 -** To deliver the capital works programme identified through 5 year Play Area Refurbishment Plan. To include ensuring delivery of works on time and to budget (including tendering and awarding contracts, managing contractors, undertaking site visits and overseeing delivery of works), managing risk, taking account of health and safety and consulting with residents and councillors.

Scale 4 – to carry out the above under direction from the WCC Landscape Architect or Landscape & Open Spaces team manager.

7. **Scale 4 & 5 -** To ensure and demonstrate, through high quality, detailed design, that inclusivity and accessibility has been thoroughly considered when undertaking refurbishments of play areas.
8. **Scale 5 -** to identify and lead on projects which enhance play areas and open spaces (excluding sports pitches) outside the Capital Programme including project delivery, community and Member engagement, partnership working and grant and funding applications to external bodies.

Scale 4 – to carry out the above under direction from the WCC Landscape Architect or Landscape & Open Spaces team manager.

9. **Scale 5 –** Liaise with officers, developers and contractors to ensure that the wording in Section 106 agreements clearly identifies what is needed for new areas of open space which come forward through development.
10. **Scale 5 -** Ensure the effective provision of public/communal open space in association with residential development. This to include liaison with officers, developers and contractors, ensuring the land meets the necessary standards for transfer to the appropriate body for future management and that accurate records of the implementation and transfer process for each area of open space are kept.

Scale 4 – to carry out the above under direction from the WCC Landscape Architect or Landscape & Open Spaces team manager.

11. **Scale 4 & 5 -** To work with open space officers, contractors and special maintenance team on reactive works e.g. organising repairs to planters, additions to open spaces and play areas.
12. **Scale 4 & 5 -** To oversee weekly outcomes of inspections of all play areas.

13. **Scale 5** - To be responsible for annual inspections of all play areas.
14. **Scale 4 & 5** - To undertake public consultation exercises and councillor consultation relating to open spaces and play areas, including organising and running events, analysis of results, identification of work plans and delivery of projects in conjunction with internal and external partners.
15. **Scale 4 & 5** - Help the Council promote ecosystem services and deliver effective Green Infrastructure throughout the district to meet landscape and sustainability objectives and policies, including working in partnership to deliver Green Infrastructure benefits.
16. **Scale 4 & 5** - Further the Council's objectives in promoting the protection and enhancement of quality landscapes within the District. This may include representation at meetings and workshops, when requested and also contributing to officers and members training.

ADDITIONAL REQUIREMENTS:

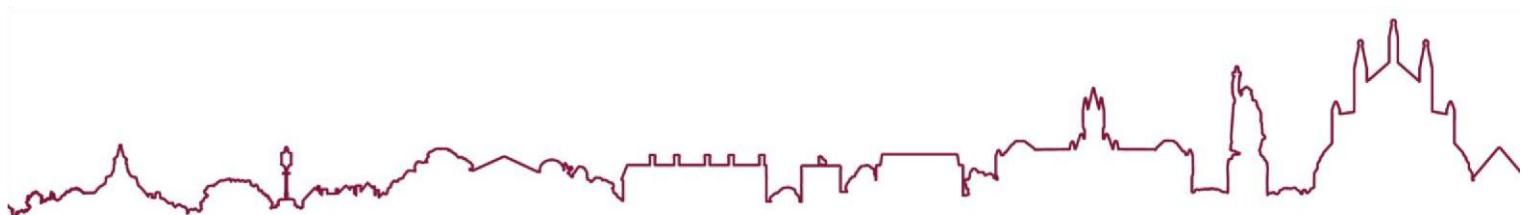
3. **Scale 4 & 5** - To undertake such training of a residential or non-residential nature appropriate to the post objective as directed by the Landscape & Open Spaces Team Manager or other senior manager.
4. **Scale 4 & 5** - To undertake such other duties, as determined by the Landscape & Open Spaces Team Manager commensurate with the grade of the post and the abilities of the post-holder.

Health and Safety

5. Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

6. Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.



Safeguarding

7. Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.



PERSON SPECIFICATION

JOB TITLE

Landscape
Architect/Landscape
Design Officer
Econ &

POST NUMBER:
Community
DATE: Dec 2025

DIVISION:

Requirements		Weighting Scale 4	Weighting Scale 5	Assessment Method
Knowledge	In-depth knowledge of landscape architecture and design with proven project design and delivery including writing of specifications, producing drawings and supervision of contractors.	2	3	A/I/T/p
	Working knowledge of Landscape character, protected landscapes and destinations	1	2	A/I/T
	Working knowledge of the development planning process	1	2	A/I/T
	Working knowledge of landscape planning, protection and enhancement	2	3	A/I/T
	Working knowledge of open space provision through the development management process	1	2	A/I/T
	Working knowledge of contract documentation and specification tendering process.	1	2	A/I/T
	Working knowledge of Green Infrastructure including project delivery	1	2	A/I/T
Skills	Effective communicator face to face, by telephone and in writing and able to demonstrate	3	3	A/I/P

	excellent interpersonal skills delivering high quality customer care.			
	Strong ability to work unsupervised, plan personal workload, deliver to specified deadlines and manage completing priorities.	2	3	A/I/T
	Able to demonstrate excellent negotiation and persuasion skills and to deliver robust and creative solutions to problems	2	3	A/I/P
	Able to demonstrate innovative and effective design which meets current community need.	2	3	A/I/P
	Proficient in MS office and ability to utilize and interrogate GIS and database systems. Ability to produce landscape plans and design details in AutoCad.	3	3	A/I/P
	Ability to operate effectively and consistently in a multi-task orientated team	2	2	A/I/P
	Desire to continue to train, acquire knowledge and develop	3	2	A/I/P
Experience	Grade 5 : Minimum of 3 years working as a landscape architect, preferably in both the public and private sector	N/A	3	A/I/P
	Grade 4 : Landscape Architecture Graduate; Or a closely related field with transferrable skills and experience. Preferably minimum 1 years experience working in a related role in either public or private sector.	3	N/A	A/I/P

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	Delivery of innovative and effective design which meets current community need.	1	2	A/I/P
	Working in partnership with colleagues, members, developers and others	2	3	A/I/P
	Provision of expert landscape architecture advice and support regarding development management and strategic planning issues.	1	2	A/I/P
	Delivery of GI projects and schemes	1	2	A/I/P
Personal Qualities	Problem solving	3	3	A/I/P
	Persistent, patient and tolerant	3	3	A/I/P
	Good team player	3	3	A/I/P
	Tactful and diplomatic	3	3	A/I/P
	Good communicator	3	3	A/I/P
	Enjoys completing tasks	3	3	A/I/P
	Adaptable and flexible - willing to tackle new areas of working	3	2	A/I/P
Specific Job Requirements	Clean driving licence and access to a car	2	3	A/I/P
	Willing to work unsocial hours on occasions	3	3	A/I/P
Qualifications	Nationally recognised Landscape Architecture Qualification	2	3	A/I/P
	Grade 5: Chartered Member of the Landscape Institute	N/A	2	A/I/P
	Grade 4: Registered on Pathway to Chartership/Technician Membership of the Landscape Institute	2	N/A	A/I/P

