

Landscape Officer

Job Description and Person Specification

Directorate:	Environment	Service:	Public Realm
Responsible to:	Senior Parks Development Officer	Responsible for:	
Grade:	8		
Location:	Civic Centre and other council locations around the borough as required		

Job Purpose:

You will be responsible for landscape design of high quality, innovative schemes across our parks, open spaces and woodland areas, ensuring safe, sustainable solutions that meet the priorities of the community. The role will also prepare tender briefs, assist with procurement, manage contractors on site and keep within budgets.

Key Tasks & Responsibilities:

The postholder will be expected to:

- Provide design services and oversee the implementation of environmental improvement schemes at various key sites within the Borough.
- Undertake or commission any survey work required for the implementation of environmental projects.
- Prepare concept visual designs, scaled drawings, specifications, costings and schedules of timescales and delivery that feed into new and revised masterplans for our strategic sites.
- Ensure all schemes explore nature-based play options, prioritise biodiversity and sustainable planting options, adhering to up-to-date guidance and safety standards.
- Review and amend existing management plans and site inspection schedules.
- Assist in the management of revenue and capital budgets to ensure that all projects and expenditure are completed on time and within budget
- Ensure public engagement with all site users and key stakeholders are consulted on environmental and landscape matters and community aspirations at both strategic and project levels.
- Explore opportunities for external funding for projects, complete funding applications and secure funds by effective liaison with appropriate bodies and individuals.
- Provide written/illustrative advice relating to landscape proposals submitted with planning applications.
- Prepare and contribute to council reports in support of scheme development, providing data and updates on progress and challenges, including financial management

- Ensure health and safety management and risk assessments and safety checks are adhered too on all projects under your control, undertaking regular site inspections and meetings with contractors.
- Manage external contractors employed to carry out specialist works in parks & open spaces.
- Represent the service and/or council at relevant meetings, as required.
- Adhere to the Council's health and safety policy to ensure that risk assessments are carried out and reviewed annually for all operational activities undertaken.
- Undertake any other responsibilities appropriate to the status of the post as may be directed from time to time including attending any legal proceedings, court hearings etc as part of any ongoing claims or procedures

Corporate Responsibilities:

The postholder will be expected:

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation, Council policy and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good level of education	Essential	Application
Landscape Architect landscape, urban or garden design or other elated qualification	Essential	Application

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Managing projects	Desirable	Application/Interview
A flare for creative and innovative design	Essential	Application/Interview
A good understanding of issues relating to the environment and biodiversity.	Essential	Application/Interview
Ability to priorities and organise workload with good time management and initiative	Essential	Application/Interview
Ability to present information in a format that they will easily understand	Essential	Application/Interview
Takes responsibility for own personal development	Essential	Application/Interview
EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of working on Landscape projects in public spaces, including community engagement and consultation.	Desirable	Application/Interview
Experience of working using Design Software to prepare masterplans and scheme improvements	Essential	Application/Interview
Experience of project management and preparing funding bids.	Desirable	Application/Interview
Experience and ability to work towards deadlines.	Essential	Application/Interview
Experience of working remotely and on site.	Desirable	Application/Interview
Experience of digital mapping.	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A Full UK driving license	Essential	Application
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Post holder must have a full UK driving licence
- Post holder will be required to carry out occasional out of normal working hours repairs
- Post holder will be required to be competent in the use of a smart phone, tablet and computer-based programs such as Microsoft Outlook ,Excel, Word, One Drive.

Prepared by: Christina Marginson

Date: June 2026

Post Holder Signature:

Date: