**JOB DESCRIPTION:**

**GRADUATE LANDSCAPE MANAGER/ GRADUATE LANDSCAPE ARCHITECT**

**Qualifications**

* Degree in appropriate landscape or environmental related subject
* Student/Licentiate member of the Landscape Institute
* Full driving licence

**Skills and Experience**

* Understanding/experience of best practice guidance, planning, and legislative framework for:
  + Landscape Management Plans
  + Landscape Maintenance Contracts
  + Landscape Condition Surveys
  + Greenspace Strategies
  + Landscape and Visual Assessment
* Understanding of environmental and sustainability issues and technical procedures
* Awareness of local, national and international environmental policy and planning policy
* Competency in the following software packages:
  + Core MS Office applications (Word, Excel and PowerPoint)
  + AutoCAD
  + GIS (Arc GIS)
  + CorelDraw
  + Photoshop
* A high level of verbal and written communication skills, including presentations and report writing
* Well organised to ensure that projects are completed on time and within budget
* Experience/understanding of consultation with a range of stakeholders using a variety of techniques

**Key Projects and Tasks**

* Undertake landscape management projects in the fields of parks and open spaces, business parks, residential areas, urban regeneration and environmental improvements including:
  + Production, tendering and implementation of management contracts and occasionally landscape design contracts
  + Preparation of management plans, masterplans and feasibility studies for parks and open spaces
  + Completion of site surveys and inventories and produce lifecycle costings
* Production of submissions in response to a client brief
* Production of invoices to ensure cash-flow targets are met
* Managing projects according to Quality, Environmental and H&S procedures