April 2017

Our Ref: Recruitment/EP2017

Dear Applicant

# Graduate Landscape Surveyor

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form (stating whether you wish to apply for the position in the Warrington, Gateshead or Market Harborough office)
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. It is likely that at the interview stage candidates will be asked to undertake an administrative task which will form part of the selection process.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Liz Plumpton (Tel: 01925 844023).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5pm Friday 9th June 2017.

Yours sincerely

Liz Plumpton

Senior Landscape Surveyor

TEP

Graduate Landscape Surveyor

**The Opportunity**

TEP is the Homes and Communities Agency's (HCA) National Green Estates Consultant and assists with the management of the government’s surplus land portfolio awaiting development in England. TEP are seeking to recruit a Graduate Landscape Surveyor to sit within the Land Management team, assisting the Procura survey team and other Landscape Managers working on the Homes and Communities Agency’s sites.

**About TEP**

TEP is an award-winning multi-disciplinary environmental consultancy employing environmental planners, landscape architects and urban designers, landscape managers, ecologists and urban foresters and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and London. We also employ home-based staff in other parts of the country. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and also includes Forestry Commission, United Utilities, National Grid, many Local Authorities, National Trust, major energy infrastructure firms, house builders, Groundwork Trusts and a number of Community Forests. Our green infrastructure work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the breadth of our commissions.

**The Role and Requirements**

The role of Graduate Landscape Surveyor would be a full time post, with opportunities based in our Gateshead, Market Harborough and Warrington offices, working primarily as part of a survey team on a project called Procura. The survey team play a critical role in TEP’s overall management of the Homes and Communities Agency (HCA) national land portfolio. There are three key survey aspects.

Use and Access surveys; securing landholdings against potential Commons registrations by recording issues relating to site boundaries, encroachment, signage and access trends.

Water Safety surveys; ongoing surveys of a broad range of waterbodies, recording data based on the nature of the water, location and site usage.

Health and Safety surveys; comprehensive assessment of risk across sites, recording information relating to significant risks, allowing the location of potential hazards to be documented and evaluated.

The survey team use a bespoke field tool and collect data relating to all survey aspects. The data is then analysed through QGIS and, through liaison with the client, remedial works and site improvements implemented.

The Procura survey team work closely with other members of the Landscape Management team to provide a best practice approach to land management for the HCA.

In addition to the survey work, the role may also include aspects of Landscape Management, such as assisting with routine site inspections and reporting, contract management and administration, and preparation of management plan drawings.

Both office and field work are required and the successful applicant will be expected to travel to various sites across the Midlands, North West or North East areas (dependent on office location) on a regular basis.

**Person Specification**

**Essential:**

* Relevant degree relating to the environmental, landscape management fields
* Use of GIS (QGIS)
* Good written skills and ability to produce written professional reports
* Good numeracy skills and ability to manage digital information
* Interpretation of maps in line with project requirements
* Computer literacy in MS Office, Excel, Word and Powerpoint
* Willingness to undertake training as appropriate
* Good verbal communication skills
* Able to work well alone and also as part of a team
* Ability to prioritise and manage workload
* Full driving licence

**Desirable:**

* Familiarity with CAD and MapInfo
* Understanding of the Commons Act 2006
* Understanding of Water Safety issues
* Knowledge of risk assessment and Theory and Methodology;
* Understanding of Environmental Legislation
* Use of field equipment (e.g. Personal Digital Assistant (PDA))
* Basic botanical knowledge including common native and invasive species

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**Remuneration**

Salary will be negotiable based on experience and qualifications.

**To Apply**

Please send your completed application form and CV to recruitment@tep.uk.com.

**Closing Date**

Closing date for receipt of applications is 5pm Friday 9th June 2017.

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| **1. Personal Details** |

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| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. HCA Pre-Employment Questions** |

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| **Are you a direct relative of anybody currently employed by the HCA?**  (Spouse, Partner, Child, Parent, Sibling) | **Yes** |  | **No** |  | If yes, unfortunately we will be unable to process your application any further, under guidance given to us as part of our contract with the HCA. |
| **Are you a relative of anybody currently employed by the HCA?**  (Grandparent, Aunt, Uncle, Cousin) | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **Do you have any other relationship with anybody currently employed by the HCA?** | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **If you have answered yes to any of the questions above, do you consider there to be a potential conflict of interest as a result of your relationship?** | **Yes** |  | **No** |  |  |

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| **Signed** |  |
| **Name** |  |
| **Date** |  |

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| **3. The Post** |

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| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **4. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **5. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary and pension/benefits package** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **6. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **7. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)