

# Career Progression Criteria – Landscape Architect/ Senior Landscape Architect

In Kirklees, our Landscape Architects / Senior Landscape Architects are on career grades and their duties and level of responsibility will vary according to the grade and demonstration of standards required. This progression criteria identifies the main tasks, competencies and skillsets post holders would need to demonstrate or undertake for the grade.

It is recognised that experiences and competence will increase over time but can take a number of years to develop. Our performance management arrangements will support achievement of progress and for work to be performed at the expected grade level.

There is not automatic move between grade bands. To be considered for progression, employees must have completed at least 12 months service in the post and employees must also apply for progression and submit evidence/documentation setting out how they can demonstrate the required competencies. Following application, employees will have a meeting with their Manager to discuss their performance. Any recommendation for progression must then be approved by the Head of Service. If progression is approved, the implementation date is the date of consideration, not application.

Appointment to or to consider progression to Grade 13 will be dependent on an employee having the full CMLI qualification (Chartered member of the Landscape Institute), substantial post qualification experience but also the Service need for an individual to take on the Supervisory responsibility for the management of the Landscape Design team. For career grade progression beyond Grade 12, this also would need to be reviewed by the Senior Leadership Team.

Job Evaluation of the post (Top) = Job ID 15510. (Bottom) = Job ID 14810.

<b>Council Behaviours and Expectations</b>	
<p><b>Behaviours</b> The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:</p> <ul style="list-style-type: none"> <li>• Positive</li> <li>• Honesty</li> <li>• Respectful</li> <li>• Flexible</li> <li>• Communicative</li> <li>• Supportive</li> </ul>	<p><b>Expectations</b> We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation. This role is at level 2. For some grades this will be at level 3.</p> <p>To find out more about Council Behaviours and Expectations please click <a href="#">here</a>. These will be tested throughout the selection process.</p>

<b>Competencies - Grade 10</b>
For appointment candidates must be able to demonstrate the following:-
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Degree and Diploma in Landscape Design or equivalent in a skill relevant to landscape architecture along with proven work experience in a landscape role.</li> <li>• Registered Member of the Landscape Institute (MLI Landscape Architect).</li> </ul>
<b>Technical Knowledge, Experience and Skills</b>
<ul style="list-style-type: none"> <li>• Post qualification working knowledge and experience of landscape design, to be able to carry out routine commissions and manage projects with minimal supervisory support</li> </ul>

# Career Progression Criteria – Landscape Architect/ Senior Landscape Architect

<ul style="list-style-type: none"> <li>• Understanding of management and technical systems appropriate for the discipline.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to provide technical support and advice to clients and stakeholders for landscape designs and applications</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to apply hard and soft landscape design and construction principals and good maintenance practice to the commissioned works and manage schemes.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to produce contract documentation.</li> </ul>
<ul style="list-style-type: none"> <li>• Understands the responsibilities for Health and Safety including CDM regulations and role of designers to ensure risks are understood and mitigated.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to complete commissions to agreed cost, time, targets and objectives</li> </ul>
<ul style="list-style-type: none"> <li>• Can ensure work undertaken carried out is in line with expected standards and in compliance with relevant procedures and legislation.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of identifying and resolving operational problems to deliver high quality services.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrable IT skills and experience of using Microsoft packages and relevant design software such as AutoCAD, sketch up and creative suite (illustrator, In Design, Photoshop).</li> </ul>
<ul style="list-style-type: none"> <li>• Able to monitor data, investigate and assess performance, analyse information, produce reports and present results.</li> </ul>
<ul style="list-style-type: none"> <li>• Hold a full driving licence in order to drive appropriate vehicles and have the ability to pass the Kirklees Drivers Assessment. Reasonable adjustments could be considered for those who would find this a barrier to their application.</li> </ul>
<ul style="list-style-type: none"> <li>• Understands the importance of issues facing local government, sustainable landscape design, environmental management and equality and inclusion and how this affects the role and approach taken.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to work evening meetings and work at weekends to meet the needs of the service</li> </ul>
<ul style="list-style-type: none"> <li>• You will be expected to demonstrate a commitment to your own personal development, keeping up to date with developments in your professional field and willing to undertake further professional courses and study.</li> </ul>

## Progression or Appointment to Grade 11

To be considered for progression to the grade level, you will need to demonstrate additional competencies and broader knowledge of the technical. The level of accountability you are able to take on related to service delivery will increase. Employees must have completed at least 12 months service in the post to apply for progression and be expected to submit evidence/documentation demonstrate how the required competencies are met. Following application, employees will have a meeting with their Manager to discuss their performance. Any recommendation for progression must also be approved by the Head of Service. If progression is approved, the implementation date is from the date of consideration, not application.

<h3>Competencies - Grade 11.</h3>
<ul style="list-style-type: none"> <li>• For appointment candidates must have qualifications as identified for Grade 10.</li> <li>• For progression or appointment, candidates must also be successfully working towards CMLI status (or recently achieved CMLI).</li> </ul>
<h4>Technical Knowledge, Experience and Skills</h4>
<ul style="list-style-type: none"> <li>• As at Grade 10 but must also have:-</li> </ul>

# Career Progression Criteria – Landscape Architect/ Senior Landscape Architect

<ul style="list-style-type: none"> <li>• Project/Programme Management skills. Proven ability to lead, plan, co-ordinate and monitor the delivery of projects or as part of a project team across more than one operational area/ discipline.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven capability of making judgements in relation to cost control/ contract management.</li> </ul>
<ul style="list-style-type: none"> <li>• Political Awareness and experience of operationally working with Stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of communicating effectively with a broad range of people on complex issues both internally and externally.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven sustained performance in taking responsibility for setting and achieving required standards, deploying resources effectively in service delivery.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven sustained experience of building and developing relationships and role modelling behaviour and expectations.</li> </ul>

## Progression or Appointment to Grade 12

To be considered for progression to the grade level, you will need to demonstrate additional competencies and broader knowledge of the technical. The level of accountability you are able to take on related to service delivery will increase. Employees must have completed at least 12 months service in the post to apply for progression and be expected to submit evidence/documentation demonstrate how the required competencies are met. Following application, employees will have a meeting with their Manager to discuss their performance. Any recommendation for progression must also be approved by the Head of Service. If progression is approved, the implementation date is from the date of consideration, not application.

<h3>Competencies - Grade 12.</h3> <ul style="list-style-type: none"> <li>• For appointment candidates must have qualifications as identified for Grade 10.</li> <li>• For progression or appointment, candidates must also be Chartered members of the Landscape Institute with registered CMLI status plus significant post graduate experience in a landscape architecture role (or recently achieved CMLI).</li> </ul>
<h4>Technical Knowledge, Experience and Skills</h4>
<ul style="list-style-type: none"> <li>• As at Grade 11 but must also have:-</li> </ul>
<ul style="list-style-type: none"> <li>• Proven competence in supervising landscape assistants/technical support and pro-actively involved in the supervision of others and able to provide support, guide and direct Landscape Architects at grade 10-11 in team to achieve results through others.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven capability of making judgements on major and complex projects, lead on works or deputise for manager as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven ability to communicate confidently and present complex information to a broad range of people both internally and externally.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven knowledge of construction related Health and Safety Legislation including an understanding of CDM regulations &amp; IOSH.</li> </ul>

## Progression or Appointment to Grade 13

Appointment to or to consider progression to Grade 13 will be dependent on an employee having the full CMLI qualification (Chartered member of the Landscape Institute), substantial post qualification experience but also the Service need for an individual to take on the Supervisory responsibility for the

# Career Progression Criteria – Landscape Architect/ Senior Landscape Architect

management of the Landscape Design team. For career grade progression beyond Grade 12, this would decision would also need to be reviewed by the Senior Leadership Team.

<b>Competencies - Grade 13</b>
<ul style="list-style-type: none"> <li>Degree &amp; Diploma in Landscape Design or equivalent in a skill relevant to Landscape Architecture with substantial post graduate work experience in a Landscape role. fully registered Chartered member of the Landscape Institute, CMLI with awith minimum 5 years post CMLI experience.</li> </ul>
<b>Technical Knowledge, Experience and Skills</b>
<ul style="list-style-type: none"> <li>As at Grade 12 but must also have:-</li> </ul>
<ul style="list-style-type: none"> <li>Proven competence in supervising technical support pro-actively involved in the supervision of others and able to provide support to officers and Landscape Architects at grade 10-12 in team to support, guide and direct staff to achieve results through others.</li> </ul>
<ul style="list-style-type: none"> <li>Proven capability of making judgements on major and complex cases, lead on works or deputise for manager as required</li> </ul>
<ul style="list-style-type: none"> <li>Proven knowledge of construction related Health and Safety Legislation including IOSH &amp; an understanding of CDM regulations.</li> </ul>
<ul style="list-style-type: none"> <li>Proven commercial management, business/financial skills and procurement process experience, contract preparation, and of managing large scale contracts and performance.</li> </ul>
<ul style="list-style-type: none"> <li>Significant experience leading on complex and major public realm and design projects involving planning and landscape design, such as highways, public open spaces, housing developments, public buildings, recreational sites and S106 contracts.</li> </ul>
<b>Job Requirements</b>
<ul style="list-style-type: none"> <li>Professional and technical status combined with significant experience to undertake professional associated duties but also to represent the Council at a variety of forums, including internal committees, public meetings, court, or at a public enquiry.</li> </ul>
<ul style="list-style-type: none"> <li>Line management responsibility for the Landscape Design Team.</li> </ul>
<ul style="list-style-type: none"> <li>Lead on complex and major design projects.</li> </ul>
<ul style="list-style-type: none"> <li>Keep up to date with developments in your professional field and organisation expectations to guide the work of the section and ensure this is part of the continuous provision of high quality services.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that council objectives are an integral part of your role and the work of the team.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the Landscape team operates as a successful business unit, supporting the management of the Landscape trading account</li> </ul>
<ul style="list-style-type: none"> <li>Initiate, research and develop commercial opportunities, funding for the delivery of sustainable solutions in partnership with a range of stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>Undertaken option appraisals, feasibility studies and consider resource needs and customer requirements and produce reports and recommendations.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor, review and evaluate team practices and resourcing requirements. Develop, contribute and implement changes to procedures, processes, practices or introduction of new technologies, systems or new ways of working to support effective outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>Act as deputy for Principal Landscape Architect as required.</li> </ul>