

PROGRESSION CRITERIA FOR LANDSCAPE TECHNICAL SUPPORT OFFICER
for appointments/progression between grade 7 to 9

Minimum requirements for appointment at each grade:

	Grade 7	Grade 8	Grade 9
Qualifications Experience	Educated to degree level or equivalent or has proven experience of work in a related field.	Educated to degree level or equivalent or has proven extensive experience of work in a related field.	Membership of Landscape Institute or equivalent Educated to degree level or equivalent or has substantial experience of work in a related field.
Technical Knowledge and Skills	<p>Experience in Landscape or Planning related activity.</p> <p>Experience of communicating and liaise effectively with a range of people, both verbally and in writing.</p> <p>Ability to manage own workload effectively and work on own initiative, within minimal supervision.</p> <p>Ability to interpret and work from scale plans and drawings.</p> <p>Experience of using Computer Aided Design packages.</p> <p>IT skills and the use of related systems to record, research, update, and download.</p> <p>Literacy and numeracy skills to be able to undertake accurate calculations and produce detailed reports and statistical information.</p>	<p>Demonstrate knowledge and skills for grade 7 and the following:</p> <p>In depth knowledge and understanding of Landscape and Planning related activity.</p> <p>Experience of communicating effectively with a broad range of people on complex issues both internally and externally and working with Councillors and Stakeholders.</p> <p>Demonstrable ability to work with effectively with others, to deliver common or shared outcomes.</p> <p>Demonstrable IT skills and ability using Computer Aided Design packages and drawings of an intermediate complexity.</p> <p>Ability to use National Building Specification.</p> <p>Ability to use Photoshop and or other presentation graphics software</p>	<p>Demonstrate knowledge and skills for grade 7 and 8 and the following:</p> <p>Substantial knowledge and experience and in depth knowledge and understanding of Landscape and Planning related activity.</p> <p>Political Awareness and experience of working with Clients, Councillors and Stakeholders, including responding to Councillors requests impartially and confidentially.</p> <p>A clear knowledge and understanding of roles and responsibilities within the Health & Safety at Work Act along with experience of on-site risk assessment, CDM roles and responsibilities and requirements at each work stage.</p> <p>Demonstrable IT skills and ability using Computer Aided Design packages and drawings of a complex nature.</p> <p>Proven experience of managing workload and preparation of</p>

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	<p>Understanding of the importance of confidentiality, data security and related General Data Protection regulations.</p> <p>Team working ability, good time management and organisational skills.</p> <p>Ability to assist with construction or design projects and contact administration.</p> <p>Monitoring and reporting on financial variations through architects instruction or variation control notices.</p> <p>Assisting in preparation of valuations and final accounts for contract management supporting Landscape Architects.</p>	<p>Awareness of methods for estimating and pricing works.</p> <p>Able to monitor data, investigate and assess performance, analyse information, produce reports and present results.</p> <p>Ability to handle sensitive and confidential information in an appropriate manner, whilst adhering to legal requirements.</p> <p>Experience of and ability to understand the complexities of administering, communicating the decisions and programming of multidisciplinary design projects in a politically and commercially sensitive environment.</p> <p>Basic Knowledge and understanding of contract procedures to enable preparation of Preliminaries or Employers requirements for example Minor Works, Design and build or Landscape framework contract.</p> <p>Able to produce estimates for work, monitor costs and to produce specialist documentation to a high standard.</p> <p>Knowledge of preparing valuations and final accounts for contract management supporting Landscape Architects.</p>	<p>presentations/ Information - Plans, develops, co-ordinates and evaluates produces materials for managing and presenting information.</p> <p>Knowledge and experience of estimating and pricing works and producing fee quotations.</p> <p>Understanding of design and specification for execution of the works for example, compiling detailed specification and schedule of works for contract documents under supervision of Landscape Architect.</p> <p>Understanding of contract and project management documentation required at each work stage (RIBA plan of works).</p> <p>Understanding and experience of contracts and contract works on site including for example, Identifying remedial action is needed as a result of variations on site.</p> <p>Experience of preparation of valuations and final accounts for contract management supporting Landscape Architects.</p>
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