

# Landscape Technical Support Officer – Grade 7-9

## Job purpose

The role is part of the Council's Operational Services, which provides a comprehensive range of landscape design services across Kirklees. We want to be innovative and creative in the way we work to deliver our services to our communities, so we are looking for better and smarter ways to work and this job is key in supporting the Landscape Architects to deliver high quality specialist services. You will be highly motivated, with a can-do attitude, to undertake a variety of tasks supporting the Landscape Architects deliver their projects.

The Landscape Architects Team undertakes a wide range of landscaping projects for both internal and external clients by way of strategic design and tendered contracts to create and enhance sustainable environments. The section is also responsible for providing professional advice and support to the Council and Community of Kirklees and the Local Planning Authority as a consultee on Planning Applications.

Reporting to the Landscape Architects, you will be responsible for providing specialist and technical support, assisting with technical drawings, production information for contracts, streamlining working practices, systems and processes and supporting the delivery of commissioned work on behalf of the section and its clients for contract, procurement and planning consultation requests.

This role is based within Environment & Climate Change. Find out more about [working for Kirklees](#).

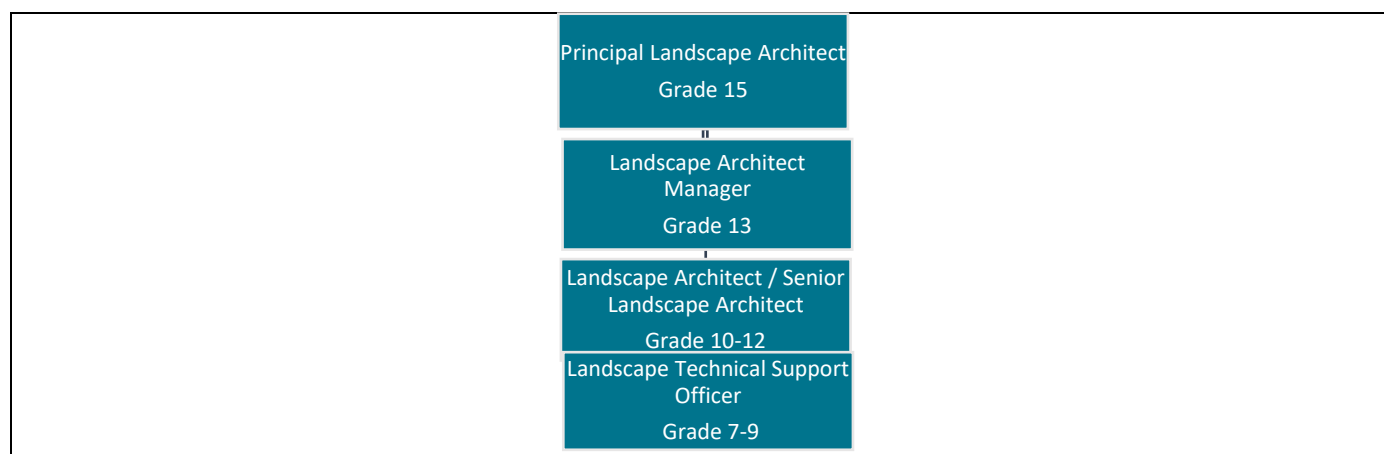
## Key areas of responsibility

- Assist Landscape Architects on projects and be responsible for preparing and supporting the administering of building related design commissions placed within the team.
- The processing of planning consultations within agreed target timescales and prioritising your work as required.
- The Landscape Architects Team are a trading account and you will support the team through monitoring to ensure that the overall performance of the team meets financial targets and service objectives.
- Support the Landscape Architects to ensure that standards are maintained in accordance with professional bodies (Landscape Institute) and that, through contract administration, projects are delivered to uniform standards following the relevant procedures and protocols.
- Assist the Landscape Architects to prepare option appraisals, feasibility studies and cost estimates using advanced spreadsheets, that meet customer requirements. You will also be required to undertake projects of simple complexity using computer aided design or similar, contract documents appropriate to the commission and Form of Contract.
- Provision of project support, research, and collation of information as directed, together with processing confidential & sensitive information, FOI requests and technical documentation using specialist systems such as AutoCAD, Kompass, Anite, Photoshop, Profess and NBS. Whilst many service requirements remain constant you will need keep up to date with any

upcoming national best practice standards or legislation reviews that may change how the service operates in future.

- Understand the fee structure and processes required to manage time charging through Profess and support the team with preparation of invoices. Use your understanding of the RIBA work stages and contract administration to support preparation of project contract documentation for example issuing of certification at Practical Completion and End of Defects.
- Ensure compliance with all statutory requirements, codes of practice, current legislation, and standards (British Standards, EN Regs, Construction Design & Management Regulations (CDM) and Building Regs).

## Position of job in organisational structure



## Employee Specification

**For appointment at Grade 7 – please refer to the Career Progression for details of the minimum requirements at other grades.**

Knowledge, qualifications, skills and experience	Shortlisting criteria
Educated to degree level or equivalent or has proven experience of work in a related field.	Essential
Experience in Landscape or Planning related activity.	Desirable
Ability to interpret and work from scale plans and drawings.	Essential
Ability to manage own workload effectively and work on own initiative, within minimal supervision.	Essential
Experience of communicating and liaise effectively with a range of people, both verbally and in writing.	Essential
Experience of using Computer Aided Design packages.	Essential
IT skills and the use of related systems to record, research, update, and download, including advanced Excel spreadsheets.	Essential
Literacy and numeracy skills to be able to undertake accurate calculations and produce detailed reports and statistical information.	Essential
Understanding of the importance of confidentiality, data security and related General Data Protection regulations.	Essential
Team working ability, good time management and organisational skills.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Ability to assist with construction or design projects and contract administration.	Essential

## Behaviours and expectations

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:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a new Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Parks and Greenspaces	Grading ID	15155 / 14740
Job ID	80102819	Last Updated	December 2020
Job Focus	No	Career Progression	Yes

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		