

Job description:

Project Landscape Architect

Reports to: Studio Director – Head of Landscape

Based at: London

Purpose: To lead on medium to large scale projects and provide management support.

Key responsibilities

Project responsibilities

- Establish and document project requirements clearly
- Lead on the design and delivery of projects of any size and/or take a senior role within a large team
- Contribute to project design and technical reviews
- Assist with financial management and resourcing of projects
- Assist with bids, competitions and interviews for new work
- Maintain good relationships with clients, consultants and contractors
- Co-ordinate design work as necessary with other consultants
- Produce design and technical drawings
- Produce presentation material and reports
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time

Non project duties

- Assist with submissions for landscape bids, tenders and competitions as requested
- Attend and contribute to studio meetings and Practice wide meetings
- Keep in touch with allocated studio outside the Landscape studio and maintain a knowledge of projects and timescales in that studio
- Keep up to date with the work of the Practice
- Manage personal CPD

Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of UK legislation, planning, construction and health and safety
- Knowledge of Revit
- Knowledge of Adobe packages

Qualifications

- UK Landscape Institute Chartership full membership or equivalent international qualification