

CENTRAL SCOTLAND FOREST TRUST

JOB DESCRIPTION

Job Title:	Landscape Architect
Department:	Operations & Finance
Responsible To:	Head of Operations & Finance
Responsible For:	No Staff
Overall Purpose:	<ul style="list-style-type: none">• To co-ordinate, package, deliver, monitor and report upon an agreed programme of profitable, physical projects.• To provide specialist design and delivery input for projects being delivered internally.
Key Tasks:	<ul style="list-style-type: none">• Liaise with other staff, funding partners, clients, landowners and other organisations and individuals during the development and implementation of physical projects.• Agree appropriate resourcing, in conjunction with Head of Development/Head of Operations & Finance for each project, including consultants and contractors, to ensure appropriate budgets and skills are obtained to design and deliver the project.• Prepare and let briefs for consultancy design, management, administrative and specialist services as required.• Work with the Sustainable Development Officers to ensure appropriate levels of public consultation and involvement in the design and development of projects.• Work with the Promotions team to ensure appropriate levels of promotion and public involvement during the implementation and completion of the project.• Develop and design projects to meet CSFT, client, partner and funding body objectives, in consultation with the Heritage Officer and the Estates Manager at the design and specification stage of each project to maximise cultural input and to ensure maintenance liabilities are designed out.• Ensure or arrange for all necessary approvals and land owner permissions are in place prior to letting construction contracts.• Prepare, tender and let contracts (or manage consultants delivering these services) including contract drawings, structural calculations, specifications, cost estimates, bills of quantities, measurements, risk assessments as appropriate to one's specialism and ensuring that CSFT guidelines on tendering and contract administration are always followed.• Carry out or ensure a walk-in survey of the site takes place prior to a start on site, noting the condition of existing features and taking a full photographic record.• Run contracts to practical completion securing client approval and meeting minimum handover standards, established by the Estates Manager, prior to handing the project to the Estates Team.• Through regular progress meetings and site inspections ensure projects are implemented to specification. Where modifications are required, ensure variations are issued timeously checking in advance with the Sustainable Development Officer that appropriate income is available or can be sourced to fund the change.

- Liaise on the progress of projects and provide reports on progress to Sustainable Development Officers for the Area Working Groups.
- Ensure or make a photographic record of the site at handover for CSFT records, to meet partner funding requirements and for publicity purposes.
- Following implementation of a site, obtain or prepare record/ 'as-built' drawings and input data into PIO and the GIS.
- Ensure that each project is within CSFT's operational framework and that financial, budgetary, quality control and other safety criteria are met and procedures followed.
- Monitor expenditure in line with cash flow profiles. Meet regularly with the Senior Finance Officer to carry out monthly financial administration.
- Manage cash flow positively acting timeously on grant claims for invoicing and take responsibility for overall monitoring and control of expenditure of these projects and meet agreed financial targets.
- Analysis of variance between forecast and actual budgets and taking appropriate, positive, corrective action.
- Promote the concept of environmental improvement in Central Scotland and give advice to partners, communities, the public and the private sector where this is within own expertise.
- Help Promote Best Practice at all times and help to prepare submissions for annual environmental and landscape awards as directed by the Head of Development.
- Ensure that CSFT's Health & Safety Policies are followed and that works are implemented within the Health & Safety at Work Act 1974 and other relevant statutory requirements eg CDM Regulations 1994.

Key Performance Indicators:

- CSFT recognised as an exemplar body in project design and implementation.
- Compliance with UK Forestry Standard and other national benchmarks
- Implementation of an agreed programme of projects to an agreed standard on time and to budget
- CSFT physical projects benchmarked against other projects being placed in national awards
- Positive profile amongst partners, clients and CSFT colleagues
- Successful undertaking of Responsible Person's role as defined by the Health & Safety Policy

Version:

April 2006