

CENTRAL SCOTLAND FOREST TRUST

JOB DESCRIPTION

Job Title: Landscape Architect

Department: Forest Delivery

Responsible To: Head of Forest Delivery

Responsible For: No Staff

Overall Purpose:

- 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:

- Develop and design projects to meet CSFT, client, partner and funding body objectives, in consultation with the Heritage Officer, Sustainable Development Officers and the Head of Forest Delivery at the design and specification stage of each project to maximise cultural input and to ensure maintenance liabilities are designed out.
- Agree appropriate resourcing, in conjunction with Head of Forest Delivery / Head of Finance & Operational Development 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.
- Provide assistance in the preparation of management plans for CSFT and client sites and apply for funding grants, as appropriate to one's specialism
- Liaise with other staff, funding partners, clients, landowners and other organisations and individuals during the development and implementation of physical projects.
- Work with the Sustainable Development Officers to ensure appropriate levels of public consultation and involvement in the design and development of projects.
- Ensure or arrange for all necessary approvals and land owner permissions are in place prior to letting construction contracts.
- Prepare, tender, let and manage 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.
- 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 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.
- Following implementation of a site, obtain or prepare record/ 'as-built' drawings, input

data into PRD and the GIS records and ensure there is a photographic record of the site to meet partner funding requirements and for publicity purposes.

- 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.
- 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. Analyse any variance between forecast and actual budgets and taking appropriate, positive, corrective action.
- Promote the concept of environmental improvement and best practice in Central Scotland and give advice to partners, communities, the public and the private sector where this is within own expertise.
- 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
- Positive profile amongst partners, clients and CSFT colleagues
- Successful undertaking of Responsible Person's role as defined by the Health & Safety Policy

Version:

February 2010