

JOB DESCRIPTION: LANDSCAPE MANAGER

JOB DETAILS

REPORTS TO: Projects Director

STAFF REPORTS: Landscape Coordinators Team Leaders x 3, Landscape Projects Coordinator x 1

PURPOSE OF JOB

Trees for Cities' landscape manager is pivotal within the project team. Liaising between the Design, Edible Playgrounds and Landscape teams, as well as end users, the Landscape Manager will undertake project management, planning and build of TfC's Edible Playground programme and other landscaping projects in London and nationwide. The Landscape Manager will be an experienced, creative, skilled and confident construction professional, who can interpret and understand detailed drawings and specifications, and work within contractual, legal and H&S obligations. They will be responsible for ensuring projects are delivered to the highest and safest standards, managing them within budget and to programme deadlines. The Landscape Manager will report to the Projects Director.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. Strategy

The Landscape Manager will be a confident communicator supporting the Projects Director by feeding into future strategic, operational and tactical planning to meet the changing operational needs of the organisation. As a self-starter they will be able to organise the landscape team programme and staff resources, maintain accurate and up to date records to meet budget and programme constraints, supported by the landscape projects coordinator. The Landscape Manager will be flexible and creative in interpretation of project briefs, with the ability to adapt to site constraints without compromising quality. The landscape manager will support the Design Director in establishing a strategic approach to construction efficiencies and operations, based on experiences gained in current and previous programmes. The Landscape manager will strive to deliver multiple projects as efficiently as possible by reviewing and refining approaches where needed.

2. Team Resourcing and Management

The landscape manager will have excellent organisational and people-management skills. He/she will continually review and improve construction processes, embedding

first rate systems within the team.

The Landscape Manager will effectively lead and manage three delivery teams, each under supervision of a Landscape Coordinator Team Leader, as well as a Landscape Projects Coordinator. The Landscape Team currently comprises 11 members of staff. The landscape manager will undertake regular line management meetings (minimum monthly) and bi annual appraisals, embedding the Project Team's line management ethos to ensure reports are supported and continue to develop in their role. This includes management and welfare of ad-hoc workers, volunteers and/or trainees working on TfC landscape projects to ensure they are afforded a high level of care and have access to appropriate HR support.

The Landscape Manager will have oversight of team facilities, vehicles, tools and equipment, both static and mobile and will liaise with the Urban Forest and Operations Manager, Facilities Manager and the Project Director to ensure all are maintained and used safely and to correct guidance. The Landscape Manager will be responsible for identifying where specific training is required and provided for use of machinery, kit or other specialist activity, and that correct.

3. Project and Programme Management

The Landscape Manager will have proven project management experience in landscape construction and delivery across a range of projects. He/she will be responsible for liaising with the Design Team to establish accurate cost estimates against detailed designs, selection and procurement of materials, delivery to site and construction of all Edible Playground and general landscape projects within pre agreed budgets, and timeframes. This will require managing multiple live projects. He/she will plan and allocate the right balance of resources in terms of personnel, skills and time to ensure each playground is delivered to the highest standards and to the satisfaction of funders and end users. The Landscape Manager will be responsible for handover of projects to partners and end users, checking quality and addressing snagging for final completion sign off with the Design Team.

4. Budget Management

The Landscape Manager, alongside the Design Team, will be responsible for agreeing the project delivery budgets of the Landscape Team. This will involve providing cost estimates, monitoring and recording expenditure against agreed budgets and maintaining accurate and up to date records of expenditure against forecast. The Landscape manager will ensure projects are as cost-effective as possible without compromising quality, using strong relationships with suppliers and sustainable sources.

5. Health and Safety

The Landscape manager will manage, develop and implement the Health and Safety Management Plan for edible playground and other landscape projects and ensure construction activities are delivered safely in line with the plan. He/she will ensure a

duty of care to all site based operatives and end users and that policies, procedures, risk assessments, method statements, COSHH, and safe working practices are maintained in line with current legislation and followed through to operations on site.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

PERSONAL QUALITIES

- Confident, diplomatic and calm people manager with the experience of managing, and motivating diverse teams
- The ability to communicate clearly and work effectively with people of all ages and abilities.
- A creative and technically astute thinker with the ability to interpret specifications and provide design input at pre construction stage.
- Planning and problem solving ability.
- Able to work some evenings and weekends as required (most planting days are held on Saturdays during the autumn and winter).

SPECIFICATION	ESSENTIAL	DESIRABLE
Demonstrable experience (5 years + in sector) and technical knowledge in landscape construction, design & build, interpretation of contracts, plans, detailed drawings and specifications.	X	
A nationally recognised qualification / extensive experience in woodworking as well as general landscape hard works construction (including installation of paving using a range of standard materials, creation of precise levels, drainage, brick / block work, carpentry etc); and soft works implementation (soils, aggregates, trees, shrubs, grass and other vegetation with associated accessories).	X	
Strong project management skills, including cost estimates, budget setting, managing orders and expenditure, financial record keeping.	X	
Experience of delivery of multiple and overlapping projects to tight programmes.	X	
Experience of coordinating and leading outdoor workshops and events with schools, community or volunteer groups, including construction, planting and maintenance	X	
Nationally recognised qualification in Health & Safety legislation, regulations and guidance and using risk	X	

assessment in practice eg. IOSH and or NEBOSH and other		
Valid, clean driving licence with towing entitlement (optional), experience of driving crew vans and towing trailers.	X	
IT literate on all standard Microsoft packages (Word, Excel, Powerpoint) and others, and willing to develop these skills as technology develops.	X	
Experience of working in a commercial tendering environment.		X
Knowledge of trees, arboriculture, horticulture and the resources involved.		X
Outdoor event management experience.		X
An understanding of working with vulnerable groups.		X
Experience of working with and managing volunteers.		X

NOTES

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities.

In line with Trees for Cities' Child Protection Policy, during the probationary period, the job holder will be required to undergo an Enhanced Criminal Records Bureau confirming that the job holder does not hold convictions which would prevent them from working with children.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.