



JOB ADVERT /

LANDSCAPE ARCHITECTURAL ASSISTANT (TEMPORARY POST)

Grade: Junior Consultant / Consultant, depending on experience.

We are looking to recruit a Landscape Architectural Assistant on a temporary, paid, summer post.

As a design led practice we are looking for an individual with excellent design and visual communication skills. The role will involve working on a wide variety of projects ranging in scale from regional visions and strategies to individual sites.

Good research and analytical skills will be needed along with a willingness to actively participate in hands on community workshops. The individual will have a wider interest in, and be able to demonstrate a commitment to, sustainable design and urbanism in their studies.

REQUIREMENTS //

Academic qualifications: Degree in Landscape Architecture or equivalent (BA, BSc or equivalent) and currently studying towards postgraduate qualification in Landscape Architecture or equivalent.

Professional Experience: Some work experience of built environment professions would be preferable but not essential.

Key Skills:

- » Ability to demonstrate excellent design skills
- » Excellent visual communication skills
- » Good verbal and interpersonal communication skills
- » Self-motivated individual
- » Good time management skills
- » Experience of working with CAD, indesign, photoshop, illustrator, sketch-up

Desirable Skills:

- » Interest and awareness in urban design and masterplanning
- » Good written communication skills
- » Strong interest in working with communities
- » Research skills
- » Willingness to contribute to the broader work of the co-operative

JOB INFO ///

About URBED: URBED (Urbanism, Environment and Design) Ltd is an award-winning design and research consultancy based in Manchester. We believe in building sustainable towns and cities and enabling good design.

URBED is a limited company with cooperative rules, managed by its employee members. We are multidisciplinary - within the office there are urban designers, planners, architects, landscape architects and sustainability experts. Our collaborative values are reflected in the work we undertake with clients, fellow consultants, and communities.

To see examples of the type of work we do please visit www.urbed.coop.

Location: The position will be based at our office located in the Northern Quarter, Manchester.

Duration: This is a temporary position across the summer months (June - September).

Equal Opportunities: URBED are an equal opportunities employer. We monitor the diversity of job applicants via an anonymous online form. Please follow the link below to fill this out, using the job reference code JOB/ ASSISTANT LANDSCAPE 2019// if you intend to apply for this post: https://www.surveymonkey.co.uk/r/URBED_equality.

The information collected is used purely for monitoring purposes. For more info on URBED please visit our website where a copy of our policies can be downloaded.

If you are interested in applying for the post. Please email a copy of your CV along with a digital portfolio (or link to an online portfolio) to us at info@urbed.coop. Please include the following job reference code: JOB/ ASSISTANT LANDSCAPE// {in the email subject}. All emails should be no larger than 10MB. Alternatively please post your application to:

Personnel group
URBED
5th Floor, 10 Little Lever Street
Manchester
M1 1HR

Closing Date for Application: The closing date for applications is 5.00pm on Monday 22nd April 2019.

JOB DESCRIPTION ////

Position	Junior Consultant / Consultant, depending on experience (Landscape Architectural Assistant)
Report to	Senior Consultant / Consultants
Qualifications	BA/ BSc Degree in Landscape Architecture
Duties	<p>Projects:</p> <ul style="list-style-type: none"> • Provide support on projects. • Effectively work with co-consultants and project stakeholders • Attend, with supervision, key project meetings and community events and minor meetings. • Prepare written and graphic material for projects with supervision • Undertake research and analysis work with supervision within agreed deadlines. <p>Marketing and Business Development:</p> <ul style="list-style-type: none"> • Provide high quality material for bid documents • Support the development of good relationships with clients and co-consultants. <p>Office and Practice Management:</p> <ul style="list-style-type: none"> • Contribute to day to day management of office through working groups.
Competencies	<ul style="list-style-type: none"> • Able to contribute to a wide range of projects and communicate well with those involved. • Able to contribute to a team environment containing a broad range of skills and backgrounds, demonstrating a clear commitment to team working, exchanging information and ideas. • Able to work on own initiative and to organise and prioritise workloads and meet deadlines. • Able to analyse complex situations and provide clear proposals in response. • Able to demonstrate accuracy and attention to detail in own work. • Able to consider needs of users and residents in the development of the built environment.
Skills	<ul style="list-style-type: none"> • Good conceptual design skills and ability to apply principles of good urban design. • Reasonable knowledge of sustainable design principles • Reasonable awareness of Landscape Design relating to Urban Design • Reasonable knowledge of Computer Aided Design software, Adobe Suite and 3D modelling software. • Adeptness at hand drawing and sketching • Awareness of GIS potentials • High level of literacy, numeracy and computer literacy. • Good written, verbal and graphic communication skills. • Reasonable knowledge of relevant legislation, policies, contracts and procedures and current/emerging guidance and best practice