



Job description	
Job title	Senior Landscape Surveyor
Grade	Pay Band N
Directorate	Resources
Section/team	Assets
Accountable to	Group Manager (Property)
Responsible for	Assistant Project Officer (Playing Pitches) Landscape Project Support Officer
Date reviewed	February 2022

### Purpose of the Job

To professionally develop and implement new landscape and playing pitch improvement programmes through the project lifecycle, within budget and set timescales ensuring full stakeholder and consultant involvement.

### Duties and Responsibilities

To lead and deliver a programme of priority landscape and playing pitch schemes which will each offer their own unique complexities, challenges and competing demands.

Responsible for the delivery of safe and landscape ready sites ensuring all technical aspects of site enabling are undertaken as required, including co-ordination of utility services, drainage surveys and safe management of sites in accordance with Health & Safety Regulations and compliance with all other statutory responsibilities.

Responsible for the procurement of suitably experienced landscape and playing pitch contractors in accordance with the Council's Contract and Financial Procedure Rules, effective management of site works and robust financial, contract and risk management.

Effectively manage the complex relationships between clients, service users, architects, quantity surveyors and clerk of works on a portfolio of projects.

Coordinate and quality assure the work of the other professionals involved in the project.



To mediate and negotiate with relevant parties to ensure fitness for purpose, best value and user satisfaction while providing independent professional advice and challenge to all connected with the projects.

To consistently provide accurate, informative and timely written and verbal communication to relevant parties, including writing and presenting reports to the Senior Management Team, Cabinet Members and Cabinet.

Ensure the aims and required deadlines of the projects are met and improved upon where possible.

Ensuring that quality standards stated in the specification are adhered to or exceeded.

Keep track of progress and ensuring that the project is on time and on budget.

Maintaining records of expenditure, accounting, costing and billing for budget monitoring and final accounting.

To ensure records management systems following changes to utility services and drainage are kept up to date to ensure the health and safety of people entering facilities.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Health and Safety**

To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.

To use equipment as instructed and trained.

To inform management of any health and safety issues which could place individuals in danger.

Responsible for the Health & Safety of each demolition project in accordance with CDM Regulations.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



## **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.