

## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Job Title</b>	Landscape Assistant		
<b>Service:</b>	Neighbourhood		
<b>Grade:</b>	8	<b>Date of Issue:</b>	Aug 2023
<b>Reporting To:</b>	Community and Town Centres Manager		

#### **Main Purpose of Job:**

To assist the Landscape and Community Team Leader in the provision of a landscape service to the Council.

#### **Main Tasks/Duties/Responsibilities**

1. To prepare layout and technical plans, Bills of Quantities, etc for contract tender procedures, undertaking all site supervision work and authorising payments due under these contracts.
2. To prepare estimates and specify redevelopment works – both for hard and soft landscape works.
3. To undertake landscape and horticultural advice to members of the public and members of the Council, Cabinet or Committee.
4. To contribute to the Council's commitment to achieving Best Value and continuous service improvement and to the delivery of the Council's Corporate Objectives, its Priorities for Improvement and the Division Service Plan.
5. To provide consultations to Planning on landscape related issues.
6. To assist the management of the Tree Preservation Orders.

#### **Occasional Tasks/Duties/Responsibilities**

1. To represent the Corporate Director – Assets and Operations at meetings with outside bodies and members of the public.

#### **General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**