



Job Description

1. General	
Job title:	Graduate Trainee Landscape Architect
Reporting to (position) Solid line:	Principal Landscape Architect/Principal Landscape Manager
2. Purpose of the role	
<p>Based within the Land and Mineral Resources (LMR) department, North, Central or South Region, this position provides support to the Principal Landscape Architect as well as the rest of the LMR department and other colleagues in the business including Operations e.g. Aggregates, Asphalt, Cement and Concrete.</p> <p>The LMR department itself provides expertise and services in the following functions:</p> <ul style="list-style-type: none">• landscape planning, design, habitat management and restoration.• lands (estates) and planning.• geology, to include geotechnical, hydrology and hydrogeology.• land survey and drawing office. <p>To:</p> <ul style="list-style-type: none">• implement our approved planning consents to ensure cost effective and biodiverse land reclamation.• ensure the business has available permitted mineral reserves.• implement its sustainability and biodiversity strategies in compliance with all necessary statutory and contractual requirements, in both a cost effective and environmentally sensitive manner.• effectively manage all land, property, reserves/resources, and assets. <p>To gain as much experience as possible across Heidelberg Materials LMR functions, developing operational, commercial, project management and leadership skills.</p>	
3. Key accountabilities	
<p>To assist and support the Principal Landscape Architect in the following tasks:</p> <ul style="list-style-type: none">• provide landscape design and habitat management services to the Region.• liaise with operational management and provide advice on all landscape management and restoration issues.• ensure the provision of cost-effective landscape management, restoration, and aftercare proposals.• maintain up to date cost estimates of implementing restoration and aftercare schemes and assist in the preparation of annual restoration budgets for the Region.• advise on the implementation of restoration proposals including the preparation of contract specifications, contract drawings and forms of contract.• assist with the appropriate provision of landscape input into development proposals including planning applications, EIAs and habitat management plans.• provide advice on ecological and other habitat matters including protection and mitigation for protected species.• instruct and manage external contractors and consultants.	

- To provide a high-quality draughting service to the LMR department using AutoCAD and other industry standard software packages.
- Implement agreed corporate systems, procedures, and reporting.

Key Development Areas

The below lists the general areas you will be expected to gain experience in. The below tasks are not exhaustive, and you may be required to undertake alternative or additional work as deemed appropriate.

- The Company may consider supporting an undergraduate to progress to postgraduate diploma (while on our graduate programme) or MA (upon successful completion of the graduate programme). This would be subject to a learning agreement.
- Develop CAD, GIS, and other software skills.
- The Company will support and mentor the successful candidate to achieve LI Chartership, working alongside fellow professionals.

General Management and Risk Management

- Ensuring compliance with various Acts, Regulations and licence conditions and accreditations that apply within the business.
- Assist with management with preparation of reports, budgets, and other relevant reports.

Operations

- Gain and develop knowledge of the key production areas (Aggregates, Asphalt, Concrete and Cement)
- Participate in regular management meetings to ensure smooth running of an operation or area.

Sustainability including Health & Safety

- Be able to navigate the safety management systems and adhere to all reporting standards.
- Understand the appropriate internal and external regulations, guidelines, and policies and how they apply across the business areas.
- Liaise with Health, Safety and Environment team and support them during audits and when compiling reports.

Support Functions

- Ensure adequate knowledge of the various support functions (HR, Procurement, Lands, Finance etc.) within Heidelberg Materials UK, and how these integrate with and support the business.

Leadership and Management

- Adhere to the Heidelberg Materials leadership principles.
- Develop time management, communication, and organization skills to be able to work independently and effectively

4. Financial & non-financial accountabilities

- Assist with input into tendering and budgeting processes.

5. Compliance

The role holder is expected:

- To comply with all aspects of the Heidelberg Materials Compliance Policy.
- To ensure that all the business/operations are performed in accordance with instructions and procedures and in such a way to prevent any fraudulent activities taking place.
- To comply with the Health & Safety at Work Act 1974 and to observe the requirements of the Company Safety Policy and other relevant legislation.
- To update all areas of knowledge as required to carry out the job with maximum effectiveness and to attend training/development courses as and when required.
- To comply will all aspects of the HR Policies and Procedures of the Company.

6. Education/Qualification/Skills

- To hold a 2:1 degree in Landscape Architecture or other relevant Landscape or Environmental Science degree.
- GCSE grade 4+ Equivalent to a C in Math's and English
- Full driving licence essential
- Minimum basic knowledge of AutoCAD and GIS

In addition to these functions employees are required to carry out such other duties as may reasonably be required.

I confirm that I have read and understood the requirements of the above job description.

Signed:

Date: