

**Liz Lake Associates**

Chartered Landscape Architects : Urban Designers : Landscape Planners

**Year Out Student Placement**

**Qualifications: Graduate in Landscape Architecture**

You will be expected to support senior Landscape Architects on landscape design and planning projects using the following skills.

***Technical support: preparation of drawings and plans***

- Use AutoCAD quickly and accurately to draw up and amend landscape plans. This will require competence in all the following:
  - Hatching
  - Scaling
  - Plotting
  - Taking measurements and dimensioning
  - Clear labelling
  - Logical legends
  - Clear symbols
  - Understanding how the appearance of a drawing affects its usefulness.
- Learn Keyscape and be able to use it competently, quickly and accurately to:
  - Draw up planting plans
  - Create planting palettes
  - Label areas and items
  - Generate accurate well organised plant schedules.
- Adobe Creative Suite (Photoshop, Illustrator and InDesign) to prepare drawings and presentation information including:
  - Photographic surveys
  - Panoramic stitching, labelling, organising and image adjustment
  - Colour rendered masterplans and strategy plans
  - Planning drawings to support written reports, usually on Ordnance Survey base mapping
  - prepare images for including on drawings or as illustrations, prepared in other presentation packages.

***Technical support: general***

- Assist in the preparation of tender packages for landscape works for senior staff including:
  - Researching materials / suppliers / prices / manufacturer's specifications
  - Putting together a drawings package
- Assist with preparation of presentation style documents to accompany project bids, for example Expressions of Interest or Tender Proposals.

***Design Work***

- Undertake discrete design opportunities within larger landscape projects.

***On site support***

- Occasional visits to sites where the Practice is working.
- Carry out occasional levels and measured surveys, after appropriate training.

***General Office support***

- Assist in all aspects of printing and issuing drawings and reports.
- Assist in all aspects of the general running of the office when necessary – this requires competency using Microsoft Office programmes.

At Liz Lake Associates we recognise the fact that staff will bring different strengths with them and some students may arrive with an unusually high level of competency in a particular area. We welcome any additional skills and will endeavour to find opportunities where they can be employed.

## PERSON SPECIFICATION

Skill	Essential	Desirable
Experience	Some experience of work.	
Skills	<p>Ability to organise own workload so as to complete project work in a timely fashion.</p> <p>Accurate, with a good attention to detail.</p> <p>Good inter-personal skills – able to deal with colleagues at all levels.</p> <p>Accurate measuring.</p> <p>Good design skills.</p>	Own transport
Knowledge	<p>Computer literate with good keyboard skills.</p> <p>Essential skills in AutoCAD.</p> <p>Willingness to improve other software skills i.e. Photoshop and Illustrator.</p> <p>Knowledge of basic software, such as Word and Excel.</p> <p>Willingness to learn in all areas.</p>	Keyscape Sketchup
Qualifications	<p>Graduate in Landscape Architecture.</p> <p>Good written English, with good spelling and ability to proof-read and correct own work.</p> <p>Good maths skills – ability to deal with drawing scales.</p>	GCSEs in English and Maths. Good general education.
Attitude/Motivation	<p>Confident, able to deal with colleagues.</p> <p>Good team player, able to get on with colleagues even when working under pressure.</p> <p>Able to focus and work without supervision to complete a project.</p> <p>Able to organise own workload and prioritise in a logical manner, so as to work effectively and achieve tight deadlines.</p> <p>Able to work at a consistently high standard, even when under pressure.</p> <p>Reliable.</p> <p>Good eye for detail. Thorough. Good finisher.</p> <p>Methodical and mature approach, positive attitude to work.</p> <p>Committed to the delivery of high-quality work.</p>	Willing to undertake additional or other duties to meet the needs of the business.