

Date: 7th March 2016

Job Title: Aralia are seeking 2 x Assistant Landscape Designer / Assistant Landscape Architect

Start Date: Position 1 = May 2016 / Position 2 = June 2016

Closing Date: 29th March 2016

Salary: TBC

How to Apply: Please email Aralia on info@aralia.org.uk | Please include the Job Title followed by your name in the subject title.

Main Purpose of Role:

The Assistant Landscape Architect will assist with the facilitation of the design process for both residential and commercial projects and undertake tasks as set by senior members of staff. The candidate will also be required to assist the Practice Manager with administrative tasks when required.

The applicant will need to be dynamic, self-motivated, well organised and committed to the development, design and implementation of projects that will ensure the continued effectiveness of the practice, and be qualified in landscape and/or garden design to ideally degree level (diplomas or recognised certification from accredited institutions would be considered).

Reporting to:

The post holder will report to the senior design team. He/she will form part of the design team and assist the administrative team as required.

Main Duties and Responsibilities:

- To support and become an integral part of the design team.
- To assist in the creating design solutions for landscape and garden design work.

- To prepare graphical information for various design process stages.
- To facilitate all aspects of the design process ranging from initial design brief to construction details.
- To conduct site surveys of small scale projects as required.
- To gather quotations and information and input to costing systems.
- To liaise with suppliers, contractors and clients as necessary.
- To represent the company at site meetings, inspections and planting when required.
- To keep records and information in line with the company's project management system, including the upkeep of personal daily timesheets.
- To assist in administrative tasks assigned by the senior design team.
- To prepare effective marketing materials as required and set by the senior design team.
- To carry out additional duties as determined by the Design Director or Managing Director.

Aralia is an Award Winning landscape design practice based on the Herts/Essex border. We are a dynamic, hard-working, fun loving design team, who are passionate about what we do, and want a like-minded individual to join our team. The role of Business Development and Marketing is currently carried out by the Managing Director, and as part of our growth strategy we now wish to appoint an individual with specific responsibility to further develop this area, and take us to the next level of the company's development. Aralia is well regarded within the industry, we love innovation, and work at the high end of the industry, specialising in Roof Terraces, Large Country Estates and luxury gardens.

	Essential	Desirable	Evidenced
Education and Qualifications Degree qualification in Landscape/Garden Design/Landscape Architecture or Diploma/certification from an accredited institution	√		Application Form
Experience Proficient in 2D Vectorworks 2014 or alternative Experience of 3D Vectorworks 2014 Experience of Photoshop, InDesign and Sketch Up Proficient in Microsoft Office (Word, Excel, Outlook) Experience of working in an office environment	√ √	 √ √ √	Application Form/Portfolio/Interview Application Form/Portfolio/Interview Application Form/Portfolio/Interview Application Form/Portfolio/Interview Application Form/Portfolio/Interview
Skills and Attitude Dynamic and positive personality Good organisational and time management skills High standards of written and verbal communication skills Flexible and supportive with a good work ethic	√ √ √ √		Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge Familiarity with the type of projects Aralia are involved with Good plant knowledge	√ √		Application Form/Interview Application Form/Portfolio/Interview

Knowledge of hard and soft landscaping materials and construction methods	√		Application Form/Portfolio/Interview
Miscellaneous			
Prepared to undertake occasional out of hours work	√		Application Form/Interview
Willingness to carry out occasional UK and international travel	√		Application Form/Interview
An appreciation and commitment to Health and Safety standards in the workplace	√		Application Form/Interview
A commitment to Equal Opportunities in all work practices	√		Application Form/Interview
Full UK driving license (manual) and own car	√		Application Form