



## Job Description

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Senior Garden Designer / Senior Landscape Architect  
Full time position

Location: Bath, UK

Based at: Arne Maynard Garden Design, Gallaway House, 3 North Parade Buildings Bath BA1 1NS  
(with some remote working as required)

Salary: £tbc per annum (negotiable)

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### Main purpose of job

The Senior Garden Designer / Senior Landscape Architect will join the senior garden design team at AMGD to support the development and management of an exciting range of private landscape projects in the UK, USA and Europe. The Senior Garden Designer / Senior Landscape Architect will help manage the wider team of garden designers, providing regular guidance and mentoring, to ensure projects are delivered on time and within budget.

### Main duties & responsibilities

- Manage all phases of landscape project development with a focus on design development, adhering to agreed project schedule and workflow, and liaison with suppliers and contractors
- Contribute to presenting landscape projects both verbally and graphically to potential clients from both private and public sectors
- Manage the production of design documents and project drawing sets and oversee final reviews before submitting to clients
- Manage project research to specify materials for construction including sourcing materials & samples
- Contribute to fee agreement with clients by setting out the scope of service to be delivered on each project
- Manage billable project time, in line with the company's project management systems, and work with the finance team to ensure timely invoicing
- Attend initial consultations with the Principal Designer to assess new projects, fully documenting the visit with notes, videos and photographs and managing the production of initial design notes following the visit
- Prepare graphical information for presentations, concept designs, detail designs and specification documents
- Attend regular site visits in the UK and internationally to document existing site conditions, manage design work and track construction progress
- Manage client relationships to ensure an exceptional experience is delivered and positively represent the company at all times
- Keep detailed records and information, including written notes, photographs and videos, in line with the company's project management system
- Attend training as required to support continued career development (AMGD will regularly assess and measure completion of tasks and provide training where needed)
- Regular feedback will be gathered from across the AMGD team to assist personal development

### ARNE MAYNARD GARDEN DESIGN

Gallaway House, 3 North Parade Buildings, Bath, BA1 1NS  
+44 (0)20 7689 8100 info@arnemaynard.com www.arnemaynard.com  
Company Registration No. 6199430  
VAT No. 930 301 279



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### Professional skills required

- Degree in Landscape/Garden Design or Landscape Architecture; ideally Chartered Member of the Landscape Institute (CMLI)
- Significant demonstrable experience in the delivery of complex, multifaceted projects in a garden design or landscape architecture practice, to high-net-worth clients (min. 5 years)
- Excellent technical, horticultural and plant knowledge, ideally RHS Level 2 and 3
- High level of creativity and design ability
- Conversant in all stages of project development and ability and experience to take the initiative in moving a project forward – from the initial consultation to concept design, construction, implementation and management
- Strong experience of client management and liaison
- Demonstrable experience in the preparation of a wide range of plans, from concept, to detailed specification (portfolio will be requested)
- Advanced knowledge of all systems and processes relevant to the role including Cmap, CAD and rendering skills across Vectorworks 2D, SketchUp, Lumion and Adobe Suite and Microsoft Office Suite to include spreadsheet and word processing software
- Excellent report writing skills with strong attention to detail
- If applying from overseas, relevant permit to work in the UK must be evidenced
- Clean UK driving license is a requirement of this role, which includes site and research visits and sometimes involves travel to more remote locations.

### Personal skills & attributes required

- Responsible, hard-working, self-motivated, and detail oriented
- Professional friendly demeanour, as well as excellent verbal and written skills
- Willingness and aptitude for working collaboratively as part of a team, both the AMGD team and external architects, project managers, contractors and other suppliers
- Ability to self-manage time and workloads and help manage those of more junior garden designers within the team
- Ability to take direction, including ability to pick up and manage design adjustments provided by the Principal Designer and coordinate amendments with assistants
- Strong time management, critical thinking and organisational skills
- Passionate about gardens, particularly in the residential sector

### Health & Safety

- All staff will adhere to the current health and safety policy within the company and, as appropriate to their role, adopt and adhere to the established risk assessment procedures
- All staff have a responsibility to ensure their working environment is healthy and safe and that staff and volunteers for whom they are responsible are not placed at risk

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AMGD offers a comprehensive package of employee benefits.

Last revision: 13 November 2023

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