



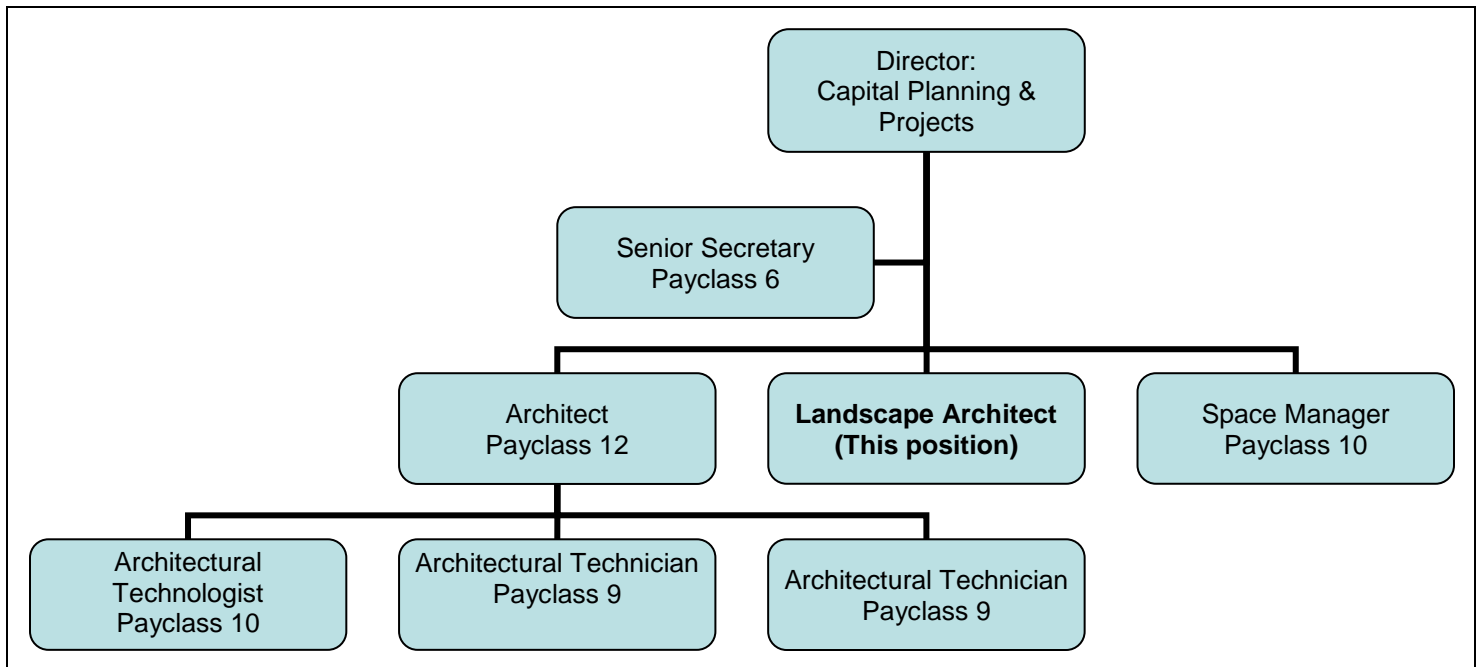
NOTES

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Landscape Architect
Job title (HR Practitioner to provide)	Landscape Architect
Job grade (if known)	Payclass 12
Academic faculty / PASS department	Properties & Services
Academic department / PASS unit	Capital Planning & Projects
Division / section	
Date of compilation	August 18 th , 2017

ORGANOGRAM



PURPOSE

The main purpose of this position is to effectively utilize professional skills, knowledge to facilitate planning, development, design, coordination and construction of an environmentally sustainable campus, built and landscape environment that supports the University's vision and goals in line with the aims and objectives of the Integrated Development Framework (IDF) of the University

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Maintain & Update of the University Landscape Framework	5%	<ul style="list-style-type: none"> Ensure that guidelines within the Framework remain relevant and that the physical landscape environment develops in alignment with the Framework 	<ul style="list-style-type: none"> Consistent development of the external environment is in line with the guidelines of the Framework. Evidence that the external landscape is being developed holistically and not haphazardly at both the micro and macro levels.
2	Manage, Plan & Design the external landscape environment where the work is done internally	50%	<ul style="list-style-type: none"> Address inconsistencies in the external environment by providing professional planning and design input. Ensure that the aesthetics, safety, physical infrastructure and maintenance are addressed in all physical landscape planning and projects Achieve an optimal and sustainable, user-friendly external environment 	<ul style="list-style-type: none"> Planning and design documentation completed for procurement in preparation for construction. Projects completed on schedule and within approved budgets. Construction work is managed within time, budget and quality
3	Co-ordinate the work of External Consultants on Major Capital Works projects	25%	<ul style="list-style-type: none"> Monitor & manage the performance of external consultants to ensure compliance and alignment with precinct landscape guidelines and ensure professional accountability & responsibility Facilitate University community and committee input to major landscape proposals as and when necessary Consult and interact with provincial and local authorities regarding legislative matters related to sound landscape management 	<ul style="list-style-type: none"> Planning and design documentation by consultants approved for procurement and construction. Projects completed on schedule and within approved budgets. Construction is being managed by consultants within time, budget and quality. Approvals are in place from local and provincial authorities for construction to proceed. Adequate input and approval from users where applicable
4	Provide Support to University Committees (PPLC; EMWG & UB&DC)	10%	<ul style="list-style-type: none"> Perform the Servicing Officer function for the PPLC Attend meetings & participate in and contribute to various committees Attend & provide feedback and input to landscape-related matters 	<ul style="list-style-type: none"> Minutes and agendas for PPLC meetings prepared and distributed to members. PowerPoint presentations and tabling of design proposals at related committee meetings

5	Optimize University Natural Resources through sustainable resource programmes	5%	<ul style="list-style-type: none"> • Ensure that all contractors and external consultants remain accountable for the management of environmental aspects on sites. • Prepare document for briefing Consultants, Project Managers, Contractors on Sustainable Building processes 	<ul style="list-style-type: none"> • Project Environmental plan approved, monitored and executed
6	Manage, Archive & Document University Landscape Infrastructure	5%	<ul style="list-style-type: none"> • Ensure that the landscape infrastructure is recorded and maintained in-line with the University protocol and standards. 	<ul style="list-style-type: none"> • “As-builts” submitted and documented at the completion of all landscape projects

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Four year Bachelor’s Degree (NQF 8/9 Level) in Landscape Architecture [BL] (prior to 2004); OR • A professional Masters Degree (NQF 9 level) in Landscape Architecture [ML(Prof)]. • Current Professional Registration with the South African Council for the Landscape Architectural Profession (SACLAP), as a professional Landscape Architect [PrLArch] or equivalent international registration. <i>If the Professional Registration with the South African Council for the Landscape Architectural Profession (SACLAP) is not current then this should be in progress or initiated soonest if the candidate is deemed appointable.</i>
Minimum experience (type and years)	<ul style="list-style-type: none"> • A minimum of 5 years recent and relevant post-qualification experience in architectural practice in design and construction. • Ability to design, develop, co-ordinate and manage landscape building projects from inception through to construction • Ability to integrate consideration of sustainability issues and the interconnected nature of natural and social systems into planning and design • Proficiency in AutoCAD required and experience in working in Revit a distinct advantage. • Ability to work independently as well as with others in a multi-disciplinary professional environment • Strong leadership and excellent communication skills- both written and verbal. • Possess a high level of honesty and integrity in handling cash and or finances.
Advantages	<ul style="list-style-type: none"> • Certification / Diploma in Project Management. • Experience in South African Environmental management in Heritage and resource practices and legislation.

COMPETENCIES

Competence	Level	Competence	Level
Professional Knowledge and skill	3	Creativity and innovation	3
Planning and organizing	3	Written communication	3
Analytical thinking	3	Decision-making	3
Quality commitment / work standards	3	Facilitating change	3
Teamwork / collaboration	3	Adaptability / flexibility	3
Initiating action	3	University awareness	3
Conceptual thinking	3	Resilience / tenacity	3

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD / ED				