COTSWOLD
District Council

Role Description and Employee Specification

Job Title:	Landscape Officer	**Location:**	Cirencester
Department:	Communities and Place	**Service:**	Natural, Built and Historic Environment
Reports to:	Head of Natural, Built and Historic Environment	**Working Hours:**	29.6
Salary:	£39,967 - £42,107 per annum, pro rata	**Peer Group:**	PGI12
Business World Post Number:	N/A	**Job Group:**	Level 2 Specialist
Contract Type:	Fixed Term Contract for 2 Years	**Direct Reports:**	N/A

Overall purpose of the Post:	To secure and promote the conservation and enhancement of the natural environment, heritage, landscape and green infrastructure of Cotswold District and to help encourage high quality landscape and green infrastructure design and sustainability in new development, particularly via Development Management and Planning Policy.
Key Tasks and Responsibilities:	• Advise colleagues, Councillors and the public on landscape and green infrastructure matters. • Work with developers, planning agents, landscape consultants, other customers and partners to protect and enhance the landscape of the area. • Encourage high standards of landscape and green infrastructure design in new development, including the protection and management of existing and the creation of new landscape and green infrastructure assets, while ensuring that the climate and ecological emergencies are addressed. • Provide specialist landscape and green infrastructure input at all stages of the planning Development Management process, including planning applications and pre-applications. • Instigate or support enforcement action or prosecution in respect of illegal or unauthorised work. • Prepare written evidence and represent the Council as an expert witness on landscape and green infrastructure issues in appeals and prosecutions.

	• Attend and advise the Planning Committee and the relevant Cabinet Members on landscape and green infrastructure matters, including the preparation and presentation of reports to these bodies. • Provide landscape and green infrastructure input into the review of the local plan and other strategic plans, policies, projects and partnerships including the Cotswolds AONB and the Cotswold Water Park. • Undertake Landscape Character Assessments and Landscape Visual Impact Assessments, for example as part of the Local Plan site allocation process. • Prepare or play a key role in the preparation of design guidance and other publications as necessary, for example, the Cotswold District Green Infrastructure Strategy and the Cotswold Design Code. • Assist with the supervision of consultants providing specialist landscape and green infrastructure advice.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• GCSE Maths and English or equivalent to grade C/4 or higher. • Honours degree or equivalent in relevant subject. • A postgraduate qualification in your area of expertise and/or relevant experience of at least five years. • High level of knowledge, understanding and experience of all aspects of landscape and green infrastructure, particularly those relevant to the planning system for example, landscape design, landscape character assessment, historic landscapes, protected landscapes, GI strategies, policies/legislation and landscape management. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders. • Experience of being involved in continuously improving services and developing products to meet customer need. • Ability to remain calm and confident when dealing with challenging customers and environments. • Ability to resolve complex issues by negotiation. • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes. • Demonstrate commitment and resilience to succeed. • Ability to work independently under pressure and within tight deadlines. • Excellent written and verbal communication skills. • Competent in using a range of technology and software packages, including Microsoft.
Desirable Requirements Qualifications, Skills and Abilities:	• Relevant recognised academic or professional qualification. • Experience of working within local government and/or a Development Management context. • Knowledge, understanding or experience of project management. • Experience of acting as an expert witness. • Membership of a relevant professional body.
General Accountabilities:	Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.

	Work in compliance with the Codes of Conduct, Regulations and policies of the council. To support the response to a major incident, including taking up a designated role within the emergency management framework. To support the Chief Executive/Returning Officer in administering election responsibilities		
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel/access to a vehicle for work purposes. Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.		
Date Reviewed:	February 2026	**Reviewed By:**	Danielle Berry
Checked by HRBP	Carmel Togher	**Date of Issue:**	February 2026