

## **Guidelines for Landscape and Visual Impact Assessment**

### **Writer: brief and role description**

#### **Introduction**

The Landscape Institute and the Institute of Environmental Management and Assessment (IEMA) publish the *Guidelines for Landscape and Visual Impact Assessment (GLVIA)*, now recognised as the established guidance on good practice in carrying out landscape and visual impact assessment of developments, for landscape architects and other landscape, planning, legal and environmental assessment professionals. The second edition, published in 2002, is now due for revision in order to reflect current landscape thinking and practice as well as changes in the policy and statutory framework. The Landscape Institute and IEMA are therefore seeking to commission a writer who will be responsible for drafting this guidance, under the direction of the GLVIA Advisory Panel. This document sets out the brief for the project, requirements for the role, terms and conditions of appointment, and details of how to apply.

#### **1. Brief**

The third edition of the GLVIA will be an authoritative, well-written text, providing clarity and consistency in its guidance. The writer will consult with individuals and organisations, guided by the Advisory Panel, to ensure that the knowledge and expertise within the landscape and environmental assessment professions is reflected in the revised guidance.

The writer will:

- Draft a revised edition of the *Guidelines for Landscape and Visual Impact Assessment*, to a detailed brief set by the GLVIA Advisory Panel, under the editorial direction and technical leadership of the panel;
- Deliver a complete manuscript to the GLVIA Advisory Panel for approval, in accordance with the outline structure they will supply, and in line with the publisher's requirements regarding format etc. A complete manuscript comprises text and illustrations, with all permissions identified and documented. Diagrams and graphic material may be in suitable draft form for the publisher to work into a final version;
- Produce a text that is clearly written, to a high standard of English in accordance with the publisher's and LI's style guidance, properly referenced, and free of error, ambiguity, unnecessary jargon, and inconsistency;
- Carry out the work in accordance with the timescale set out in the project plan.

## **2. Person specification**

The commissioned writer must fulfil the following criteria:

Essential:

- Extremely high standard of written English;
- Experience of drafting large complex documents for landscape architecture or landscape planning projects, or in related fields;
- A thorough knowledge and understanding of current landscape and visual impact; assessment practice, and demonstrable recent experience in the field.

Desirable:

- Experience of giving evidence at planning inquiry or similar evidential process (eg tribunal);
- Experience of undertaking work in a solo freelance, consultant or similar capacity;
- Experience of working remotely, to strict deadlines;
- Current Chartered member or Fellow of the Landscape Institute or IEMA.

## **3. Contractual arrangements**

### **3.1 Fees:**

The role will be remunerated by a fixed fee of £15,000. 50% will be paid on submission of the completed manuscript, with the remainder paid in instalments on completion of phases of work, to be agreed. Travel costs and other expenses relating to meetings, and licensing charges for illustrations will be paid in accordance with Landscape Institute policy; expenses such as IT and office supplies, stationery, phone bills, etc are included in the fixed fee. The commissioned writer will be responsible for payment of their NI, tax, insurance cover etc; these will not be met by the Landscape Institute.

### **3.2 Working relationships:**

The commissioned writer's work will be supervised by the GLVIA Advisory Panel. The writer will meet with the Advisory Panel in London on a quarterly basis and provide a written progress report for each meeting. There will be ongoing phone and email contact with the Project Co-ordinator and the Panel Chair throughout the lifespan of the project. The commissioned writer will draw on the knowledge and expertise of the wider landscape profession through formal or informal means, as directed by the Advisory Panel, who will advise on approaches and suggest contacts. The writer will liaise with the publishers regarding style, format and illustrative material to ensure the manuscript conforms to their requirements from the outset. The Advisory Panel's decisions on the wording and content of the text are final, and the commissioned writer must agree to abide by their decisions.

### **3.3 Subcontracting:**

The manuscript must be drafted by the named person submitting the application. The commissioned writer will not enter into any formal or informal arrangement to share the task of drafting or any other aspect of the role with any third party, or subcontract, delegate or share out any part of the work without the express consent of the Advisory Panel.

### **3.4 Conflict of interest:**

The commissioned writer must declare any personal or commercial interests which may potentially conflict with the commission at the outset, and any that arise during the course of the project.

### **3.5 Confidentiality:**

The commissioned writer must not circulate any part of any draft or any part of the final text to any third party without the express consent of the Advisory Panel, and will be required to sign a confidentiality agreement to this effect.

### **3.6 Accountability:**

The commissioned writer will report to the Advisory Panel in first instance; the post is accountable ultimately to Landscape Institute Board of Trustees.

### **3.7 Intellectual property:**

Copyright will rest solely with the Landscape Institute and IEMA, and the Landscape Institute and IEMA will be named as the authors. The commissioned writer will be credited for drafting the text in the acknowledgements. The commissioned writer will waive the right to publish any part of the work in his or her own name before or after publication without the express consent of the Landscape Institute and IEMA.

A full contract will be issued to the appointed applicant. This document outlines the nature of the role only and does not form part of the contractual agreement.

## **4. Selection process**

In order to be considered for the role, applicants are asked to submit the following by way of application:

1. Current CV including all relevant qualifications and experience
2. A supporting statement, detailing how the criteria in Section 2 are met, and outlining overall suitability for the role
3. At least two examples of previous work demonstrating writing style and ability in drafting large complex documents, together with a named referee relating to each piece of work
4. A sample introduction to the third edition of the GLVIA, describing the significance of landscape and visual impact assessment in the planning process, and outlining the role of the guidance. (1000 words max)

Shortlisted candidates will be invited to an interview with members of the Advisory Panel, the Landscape Institute's Director of Policy and Communications and the GLVIA Project Co-ordinator. Interviewees will be asked to give a presentation to the interview panel outlining how they would approach the project and implement the project plan.

Applications may be submitted by email or post to:

Lesley Malone, Landscape Institute, 33 Great Portland Street, London W1W 8QG

[lesley@landscapeinstitute.org](mailto:lesley@landscapeinstitute.org)

Please call 020 7299 4529 with any further queries.

**Closing date for applications – 16 June 2010**