

SKILLS FRAMEWORK FOR LANDSCAPE SKILLS MAP - LANDSCAPE PROJECT COORDINATOR				
Sector	Landscape			
Track	Landscape Implementation			
Occupation	Landscape Implementation Professional			
Job Role	Landscape Project Coordinator			
Job Role Description	<p>The Landscape Project Coordinator is responsible for coordinating the implementation of softscape and hardscape in landscape projects. He/She supports the scoping and planning of the projects through providing cost and material inputs. He reviews project contracts to ensure feasibility of implementation and subsequent adherence to agreed terms. He also monitors project progress through onsite monitoring as well as maintaining communication with stakeholders.</p> <p>His work involves significant amount of planning and coordination with various teams, stakeholders and regulatory bodies in a project environment. He is required to divide his time between the site and office to effectively deliver his responsibilities.</p> <p>He is competent at communicating in order to align the expectations of all stakeholders. He also has an eye for details and is able to manage paperwork to scrutinise contracts. He should also be proficient in collaborating with others in order to solve problems that may arise. He is able to manage his time and work under resource constraints.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Plan landscape implementation projects	Key Tasks	
			Review contracts after award of projects to assess risks, map scope of work to tender specifications and propose exceptions or modifications as necessary	
			Participate in site assessments to determine actual scope of work and challenges on sites	
			Study tender specifications to assist in budget development	
			Provide feedback on exceptions to tender specifications in case of unavailability of prescribed materials	
			Provide inputs to the development of the overall project plan	
			Support manpower planning with effort and cost inputs as and when required	
	Execute landscape implementation projects	Identify suitable selection of materials for the projects		
		Study implementation drawings to interpret the flow of the implementation process		
		Guide staff and contractors in the interpretation of implementation drawings, markings and measurements of sites as per drawings		
		Communicate roles, responsibilities, performance expectations and reporting norms to supervisors involved in the projects		
		Brief supervisors on safety procedures for the sites		
		Plan and coordinate the procurement of resources to meet project requirements		
		Track project progress through reports and dashboards to ensure adequate documentation of work done		
	Improve performance of landscape projects	Provide status updates to the management team on work progress, resource requirements, issues and challenges in project execution		
Resolve manpower-related challenges and conflicts on sites				
Prepare site reports to track project progress and for management reporting				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Automation of Landscape Operations	Level 3	Communication	Intermediate
	Contract Preparation, Evaluation, Negotiation and Tendering	Level 4	Teamwork	Advanced
	Environment Management in Landscape Operations	Level 3	Leadership	Intermediate
	Hazards and Risk Control, and Policy Development	Level 3	Problem Solving	Intermediate
	Horticultural Chemical Usage	Level 3	Interpersonal Skills	Intermediate
	Incident and Accident Investigation	Level 3		
	Landscape Drainage Management	Level 3		
	Landscape Tools, Equipment and Machinery Management	Level 3		
	Plant Identification	Level 3		

	Plants and Materials Procurement for Landscape Projects	Level 3		
	Plant Selection for Landscape Development	Level 3		
	Project Management	Level 3, Level 4		
	Site Assessment and Analysis	Level 3		
	Skyrise Greenery Design and Implementation	Level 3		
	Soil and Media Assessment and Remediation	Level 3		
	Stakeholder Management	Level 3		
	Vendor Management	Level 3		
	Water Features Management	Level 3		
Programme Listing	For a list of Training Programmes available for the Landscape sector, please visit: www.skillsfuture.sg/skills-framework/landscape			

The information contained in this document serves as a guide.