

SKILLS FRAMEWORK FOR LANDSCAPE SKILLS MAP - LANDSCAPE PROJECT MANAGER		
Sector	Landscape	
Track	Landscape Implementation	
Occupation	Landscape Implementation Professional	
Job Role	Landscape Project Manager	
Job Role Description	<p>The Landscape Project Manager leads the implementation of softscape and hardscape in a landscape project. He/She is responsible for the scoping, planning, resource management, initiating and execution of such projects. He is also involved in business development activities including the development of proposals for getting new contracts.</p> <p>His work involves a high amount of planning and coordination to ensure successful execution of projects. He is required to balance his time between planning and reviewing progress reports in office, and monitoring actual execution on sites.</p> <p>He is an efficient planner, often required to manage work within resource constraints. He is an effective communicator and proficient at problem solving as well as resolving conflicts. He is also proficient in collaboration and stakeholder management, given the number of stakeholders and regulatory bodies he engages with on a regular basis.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Execute business development	Collaborate with the management team in the development of marketing collaterals for business development
		Undertake site visits to understand onsite challenges that would impact the scope of work or achievement of contract criteria
		Develop cost and effort estimates to create technical and commercial proposals to bid for tendered contracts
		Evaluate the technical and commercial feasibility of the scope of work with respect to the organisation's technical capability and commercial considerations
		Participate in tender interviews, pitch meetings and/or marketing presentations to potential clients, building architects and building contractors to showcase technical capability and experience
	Plan landscape implementation projects	Attend client briefings to clarify project scope and establish expectations, communication channels and related protocols
		Conduct detailed site assessments to understand complete scope of implementation work, site challenges, technical issues and business, design and safety risks
		Review landscape designs to understand feasibility and propose exceptions based on practical implementation considerations to the clients and the designers
		Develop the overall project plan, the compliance and technical requirements, protocols, standard operating procedures and processes for the implementation of landscape designs
		Create periodic budgets in accordance with overall project budget and tender specifications to be met
		Plan the requirements for manpower, materials, tools and equipment as well as site supervision
		Identify vendors for plant and material procurements, and sub-contractors for parts of work for which internal capability may not be available
	Define roles, responsibilities and expectations for all onsite staff	
	Execute landscape implementation projects	Coordinate the development of implementation drawings from landscape designs
		Establish implementation processes for softscape and hardscape based on method of statement, drawings and project plans
		Assess the risks associated with landscape implementation on site to establish safety procedures and protocols
		Drive adherence to industry standards, legislation and guidelines relating to workplace safety and health (WSH) regulations and usage of personal protective equipment (PPE) for landscape implementation projects
		Establish reporting norms to be used by supervisors to report on site progress and issues
		Conduct site visits to take feedback from supervisors and coordinators and review project progress and adherence to designs and plans
Update clients, designers, principal contractors and other project stakeholders on progress of landscape implementation		
Advise on technical issues pertaining to softscape and hardscape implementation		
Improve performance of landscape projects	Review schedule-based performance of all allocated sites through site reports to evaluate overall project performance	
	Evaluate schedule-based performance of allocated sites against key established metrics	
	Analyse reports of previous work done to avoid mistakes and improve performance	
	Deploy measures to mitigate key anticipated challenges in reaching expected project performance levels	
	Develop measures to improve performance in terms of quality, productivity, timeline and cost of maintenance	

	Influence organisational development	Communicate common goals, direction and accountability among staff		
		Develop staff through capability development and coaching		
		Implement effective performance management practices within department in accordance with company policies and procedures		
		Monitor budgets, forecasting, work allocations and staffing of the various departments		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Automation of Landscape Operations	Level 4	Leadership	Advanced
	Budgeting	Level 3	Problem Solving	Advanced
	Business Development	Level 4	Decision Making	Advanced
	Contract Preparation, Evaluation, Negotiation and Tendering	Level 5	Communication	Advanced
	Environment Management in Landscape Operations	Level 4	Interpersonal Skills	Advanced
	Hazards and Risk Control, and Policy Management	Level 4		
	Horticultural Chemical Usage	Level 4		
	Incident and Accident Investigation	Level 4		
	Innovation Management	Level 4		
	Landscape Drainage Management	Level 4		
	Landscape Tools, Equipment and Machinery Management	Level 4		
	Learning and Development	Level 4		
	Plant Identification	Level 4		
	Plants and Materials Procurement for Landscape Projects	Level 4		
	Plant Selection for Landscape Development	Level 4		
	Project Management	Level 5		
	Site Assessment and Analysis	Level 4		
	Skyrise Greenery Design and Implementation	Level 4		
	Soil and Media Assessment and Remediation	Level 4		
	Stakeholder Management	Level 4		
	Strategy Planning	Level 4		
	Vendor Management	Level 4		
	Water Features Management	Level 4		
Workflow Digitalisation	Level 4			
Workplace Safety and Health Policy Development	Level 4, Level 5			
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.