

Senior Estimator - Level 2

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.</p> <p>In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

Role definition

Summary of role	Responsible for managing and preparing competitive tenders and framework submissions from first principles for construction projects, both new construction and refurbishment. Coordinating and challenging the input from the wider team including procurement, engineering and commercial, and supporting the bid management and quality submission requirements.
Responsibilities and accountabilities	<p>Take a lead role in successfully tendering projects ranging in value</p> <p>Take an active part in post tender interviews, presentations and negotiations with customers and ensure successful handover to delivery teams following award</p> <p>Support the ongoing development of Morgan Sindall's position in its key sectors</p> <p>Prepare accurate and competitive cost estimates, cost plans and benchmarking</p> <p>Develop tender strategy and continuously monitor</p> <p>Full working knowledge of estimating software systems and ensure upgrades are understood and implemented</p> <p>Ensure compliance and adherence to company procedures for the production of enquiries and tenders</p> <p>Ensure risk register is applied and monitored</p> <p>Influence and support team members to innovate and achieve optimum solutions</p> <p>Effectively communicate bid strategy and solutions to Morgan Sindall directors and construction teams</p> <p>Collate targeted feedback on tenders and provide feedback for future tenders</p> <p>Seek opportunities to learn about changes and innovations in the industry</p> <p>Provide guidance and support to other members of the work winning team</p> <p>Identify the customer(s) and understand their needs</p> <p>Build effective relationships to establish two-way dialogue with internal and external parties, including customers and supply chain members</p> <p>Seek to establish professional trust and mutual respect</p> <p>Influence and support suppliers to innovate and achieve optimum solutions</p> <p>Support all bid team members in the production of tenders</p> <p>Prepare submission documents</p> <p>Attend Post Tender negotiation with a view to taking the responsibilities</p> <p>Learn to develop the Tender Strategy</p> <p>Develop business development appreciation and understanding</p> <p>Closely liaise with other business units for best practice and lessons learnt and proactively drive a culture of innovation and improvement</p>
Qualifications, training and technical knowledge	<p>HND/HNC, BSc degree in Quantity Surveying or other equivalent</p> <p>Conquest</p> <p>Professional communications skills, with the ability to liaise confidently with internal and external customers, fellow colleagues and other stakeholders</p> <p>Experience in producing tenders for large, complex schemes ranging in value from £5 to £30 million</p> <p>Similar main-contractor background</p> <p>Broad experience over various sectors/procurement and contract types</p> <p>Knowledge of local supply chain</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p> <p>Specialist knowledge in chosen field</p>

