## Assistant Estimator

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Principally responsible for supporting the preparation of tender pricing from first principles and coordinating and challenging the input from the wider construction team including procurement, engineering and commercial, and supporting the bid management and quality submission requirements. |
| **Responsibilities and accountabilities** | Support the estimating team to achieve deadlines as part of the wider Precontract Team  Obtain the most competitive quotes by understanding current market trends  Identify and report on risk and opportunity and scope  Assist tender pricing strategies and continuously monitor market pricing  Review and assess tender documentation ensuring all documents are received and are correct  Assist in the review of tender documents assessing scope, risks involved, tender complexity and provide feedback to the bid team  Conduct site inspections where required for tender understanding, analysis of conditions, assessment of risk and identification of activities that may or may not be shown in the tender documents  Operating within Morgan Sindall standard estimating procedures, calculate and prepare quantities in conjunction with the commercial team  Source subcontractors and suppliers capable of complying with tender in coordination with the commercial and bid teams  Compile documentation as required to assist with tendering activity  Once tender is completed incorporate all relevant details, forward for review and approval prior to submission  Liaise with the customer on an on-going basis to determine progress of tender  Compile relevant tender information into benchmark and estimate price  Make tender amendments where applicable utilising customer feedback on submitted tender  Review contract details relevant to the company’s ability to deliver under the contract  In-conjunction with senior management, participate at contract negations  Once tender has been successful coordinate and arrange for contract exchange  Assist with preparation of handover material of tender for the project team  Coordinate and assist in “handover” meeting with the project team, providing detailed briefing of the tender requirements  As necessary provide support and respond to tender queries made by project team personnel.  Coach, mentor and assist direct reports professional development  Provide relevant information to direct reports enabling them to effectively carry out their functions  Ensure all reasonable steps are taken in order to achieve workplace harmony within the area  Maintain sound and cooperative working relationship with existing customers  Continually seek and identify new and/or alternative business opportunities or initiatives which may impact on the overall competitiveness, profitability and growth of the business  Keep up to date and abreast of industry factors that may impact on the business  Maintain and foster relationships with referral sources and other business contacts  Assist in regular review procedures for currency, productivities and methodologies |
| **Qualifications, training and technical knowledge** | A level or equivalent education, preferred, working towards suitable job appropriate qualification  Demonstrated understanding of the use of first principles estimating  A sound working knowledge of Morgan Sindall processes and procedures relating to workload and job role  Awareness of current health and safety requirements and changes |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |