**Job Code 51 Regional Estimator**

**Reporting to:** Regional Director

**Purpose:** To provide marketing intelligence for all departments to maximise profits.

**Achieving Results**

* Co-ordination of tender bid and pre-contract activities
* Preparation of sound and competitive net estimate
* Handover and presentation of tender bid to Construction Team

**Managing the Process**

* Check and acknowledge tender documents and amendments.
* Arrange pricing document production – internal or external if required.
* Undertake project debrief, eliciting feedback from sites to improve construction.
* Record supply chain performance data.
* Complete contract sum analysis/schedule if necessary.
* Complete form of tender and tender letter with any qualification.
* Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
* Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

**Serving the Customer (Internal and External)**

* Attend Design Team Meetings if Design and Build.
* Organise copy of tender documents and amendments for appropriate parties.

**Delivering Quality**

* Actively promote Lovell Partnerships Ltd.

**Technical Skills and Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Health & Safety |  |  |  |
| Contracts, contract documentation |  |  |  |
| Construction materials |  |  |  |
| Design |  |  |  |
| Construction methods and technology |  |  |  |
| Procurement |  |  |  |
| Local subcontract market |  |  |  |
| Negotiation |  |  |  |
| Pricing levels |  |  |  |
| Temporary works |  |  |  |
| Management systems LIBMS |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft Outlook |  |  |  |

**Training Matrix**

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.