

**Job Code 43**                      **SENIOR ESTIMATOR (Refurbishment & Conversion)**

**Reporting to:**                      Chief Estimator / Regional Refurbishment Director

**Purpose:**                              To provide cost estimates in a timely manner.

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<b>Achieving Results</b>
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- Ensuring the company's commercial interests are best served
- Supporting the Chief Estimator in the identification of risks and the application of the Commercial Standing Instructions
- Ensuring that commercial opportunities are optimised and the company's position is always suitably protected.

<b>Managing the Process</b>
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- Assisting the Chief Estimator and Regional Refurbishment Director in the vetting of bid documentation.
- Carryout site visits to gain a full appreciation of the scale, scope and risks of the works to be tendered.
- Carryout an in depth, detailed review of ITT documents
- Liaise with other departments to gain a full appreciation of the complexities of the works and consider such information as appropriate.
- Consistent provision of timely and accurate estimates, pre-acquisition studies, etc. fully utilising the C21 estimating system
- Ensuring accurate and timely subcontract enquiries are used in the formulation of bids, ensuring thorough recognition of exclusions/conditions within enquiries and resolve all issues prior to adjudication.
- Maintaining an updated cost base by regular review of market prices with post contract teams
- Active participation in the initial and final adjudication meeting.
- Pursuit of subcontract quotations in the formulation of a bid and provision of accurate comparisons for discussion in the adjudication meeting.
- Reporting on assumptions made and any star rates used within the estimate.
- Provision of resource analyses, etc. on successful award of scheme.
- In close liaison with both the buying and surveying teams, ensuring only accurate and current information is used in the compilation of bids.
- Compliance with the Company's policies and procedures in respect of Health, Safety, the Environment, LIMS, I.T. and Human Resources.

<b>Serving the Customer (Internal and External)</b>
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- Ensuring an effective handover of information to post contract teams on the successful award of a scheme

<b>Delivering Quality</b>
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- Maintaining and updating the subcontract and material database information within C21 in close liaison with the Commercial Manager and Regional Buyer.
  - Assisting the Chief Estimator in the vetting of bid documentation.
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- Ensuring accurate and timely material enquiries are used in the formulation of bids in close liaison with the Regional Buyer.

<b>Technical Skills and Knowledge</b>
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	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			
C21			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

<b>Training Matrix</b>
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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.