## Estimator

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.  They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.  In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.  In commercial they will manage costs and quantities on small projects or as part of a team on a larger project. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate 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** | Ability to take control of situations with one’s sphere of influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can respond well within tested frameworks of development to identify own needs  Use personal experience to build own skills |

## Role definition

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| **Summary of role** | Principally responsible for managing and preparing tenders 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 bid team to achieve deadlines  Obtain the most competitive quotes by understanding current market trends  Identify and report on risk and opportunity and scope  Develop tender strategy and continuously monitor  Review and assess tender documentation ensuring all documents are received and are correct  Review tender documents assessing scope, risks involved, tender complexity and provide feedback to the bid team  Conduct site inspections 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 letter of offer, tender schedules, program and other items required by the tender  Once tender is completed incorporate all relevant details, forward for review and approval prior to submission  Liaise with the customer on an ongoing 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  Provide feedback to senior managers regarding commercial contract exposure on the proposed project  In-conjunction with senior management, participate at contract negations  Once tender has been successful coordinate and arrange for contract exchange  Prepare handover material of tender for the project team  Coordinate and conduct “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  Delegate tasks to direct reports in line with skill, knowledge and ability  Identify skill gaps and training requirements for direct reports  As required, become involved in relevant personnel matters including recruitment and retention, to include performance management  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  Participate in business development strategy initiatives  Investigate and stay abreast of future projects  Maintain and foster relationships with referral sources and other business contacts  Regularly review procedures for currency, productivities and methodologies |
| **Qualifications, training and technical knowledge** | Degree educated, preferred  Demonstrated understanding of the use of first principles estimating  A sound working knowledge of project management principles  Awareness of current health and safety requirements and changes |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |