## 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 pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can respond well within tested frameworks of development to identify own needsUse 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 deadlinesObtain the most competitive quotes by understanding current market trendsIdentify and report on risk and opportunity and scopeDevelop tender strategy and continuously monitorReview and assess tender documentation ensuring all documents are received and are correctReview 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 documentsOperating 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 teamsCompile letter of offer, tender schedules, program and other items required by the tenderOnce tender is completed incorporate all relevant details, forward for review and approval prior to submissionLiaise with the customer on an ongoing basis to determine progress of tenderCompile relevant tender information into benchmark and estimate priceMake tender amendments where applicable utilising customer feedback on submitted tenderReview contract details relevant to the company’s ability to deliver under the contractProvide feedback to senior managers regarding commercial contract exposure on the proposed projectIn-conjunction with senior management, participate at contract negationsOnce tender has been successful coordinate and arrange for contract exchangePrepare handover material of tender for the project teamCoordinate and conduct “handover” meeting with the project team, providing detailed briefing of the tender requirementsAs necessary provide support and respond to tender queries made by project team personnel.Coach, mentor and assist direct reports professional developmentProvide relevant information to direct reports enabling them to effectively carry out their functionsDelegate tasks to direct reports in line with skill, knowledge and abilityIdentify skill gaps and training requirements for direct reports As required, become involved in relevant personnel matters including recruitment and retention, to include performance managementEnsure all reasonable steps are taken in order to achieve workplace harmony within the areaMaintain 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 businessKeep up to date and abreast of industry factors that may impact on the businessParticipate in business development strategy initiativesInvestigate and stay abreast of future projectsMaintain and foster relationships with referral sources and other business contactsRegularly review procedures for currency, productivities and methodologies |
| **Qualifications, training and technical knowledge**  | Degree educated, preferredDemonstrated understanding of the use of first principles estimatingA sound working knowledge of project management principlesAwareness of current health and safety requirements and changes |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |