

Job Code 41a

CHIEF ESTIMATOR

Reporting to: Development Manager

Purpose: Lead, manage and support all estimating activities to provide accurate cost estimates in a timely manner.

Achieving Results

- Ensuring that commercial opportunity is optimised and converted as appropriate
- Playing a key role in the development of Project/Business strategy
- Supporting the Development Manager 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.
- Supporting the Regional Commercial Director in the development/implementation of policy/procedure
- Manage, support and train the Estimators and Assistant Estimators in the application of their role.

Managing the Process

- Co-ordinate the full bid process direct or through the management of an estimator or assistant estimator, alongside the wider pre-construction team to deliver a competitive, risk managed and accurate tender.
- Manage and support the estimators and assistant estimators including regular reviews, progress updates and strategy planning throughout a bid cycle.
- Overseeing the process of procuring competitive bids from sub-contractors/suppliers via the enquiry process within Evaluate.
- Identifying scope within tender documentation to maximise opportunity conversion and ensure compliance throughout the bid process.
- Ensure any commercial risks are identified during the tender process by reviewing the available tender documentation with the directly or with the estimators and development co-ordinators to mitigate through qualification upon offer.
- Undertaking value engineering techniques so as to provide commercial "edge", seeking innovative solutions to bid requirements.
- Provision of initial/final adjudication notices, estimate workbooks, ROCE forecasts etc. fully applying the Company's Evaluate estimating package
- Regular review/update of cost base data including gathering feedback from post bid surveying/buying teams so as to ensure robust bidding on an ongoing basis and thus the regular and continued maintenance of Evaluate libraries.
- Attend the following as required:
 - Internal and board adjudication meetings
 - pre-qualification interviews and presentations
 - tender launch meetings
 - client pre start progress meetings
 - handover meetings to the construction teams
- Upon successful bid selection re-appraise the tender documentation to ensure effective handover to the delivery team, identifying the bid strategy, plan to enhance margin and the key areas of scope and risk.

- 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)

- Assisting the Development Manager and Regional Commercial Director in the provision of training and development of the estimating staff to maximise the efficiency and accuracy of the regional bid process.
- Ensuring suitable liaison with operations department on programme requirements, buildability and preliminaries
- Ensuring suitable liaison with the technical team to ensure bid compliance to development technical standards and to encourage innovative cost effective design and technical solutions.
- Ensuring suitable liaison with the operational delivery team in terms of internal handover/the pre-start process so as to facilitate best possible transfer of information
- Liaising with the surveying team as required on key early sub-contractor and consultancy appointments to achieve an effective commencement on site.
- Supporting Development Manager and Regional Commercial Director in recruiting and retaining capable staff through effective management and the provision of appropriate training and development opportunities/personnel management.

Delivering Quality

- Vetting of initial bid documentation in conjunction with Development Manager to identify commercial risk and participation in the process of the management/elimination of such risks by qualification/negotiation, etc.
- Effective management of resources within the estimating team, to ensure each bid is suitably attended upon and an effective management structure prevails within the section. In particular, ensure that wherever possible, detailed quantities are utilised as the basis of the estimate, whether provided by the Employer, taken off internally, or procured externally.
- Ensuring that best practice consistently prevails throughout the Region's preconstruction activities.

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			
Evaluate			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
Microsoft PowerPoint			

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.