

Reporting to: Regional Commercial Director

Purpose: To provide cost estimates in a timely manner.

Achieving Results

- Ensuring the company's commercial interests are best served
- Supporting the Regional Commercial director 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.

Managing the Process

- 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 enquiries 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.
- 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)

- Ensuring an effective handover of information to post contract teams on the successful award of a scheme

Delivering Quality

- Maintaining and updating the subcontract and material database information within C21 in close liaison with the Managing Surveyors and Regional Buyer.
- Assisting the Managing Surveyor in the vetting of bid documentation.
- Ensuring accurate and timely material enquiries are used in the formulation of bids in close liaison with the Regional Buyer.

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			
C21			
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.