## Assistant Estimator

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager. In operations they will assist project and construction managers. In commercial they will assist buyers, planners, estimators and surveyors  |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environmentDemonstrates enthusiasm for the job  |
| **Analytical thinking and decision making**  | Using personal experience and systematic approach to arrive at decisions on straightforward 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 objectivesUnderstand how to be part of a teamRegularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team  |
| **Managing resources**  | Works effectively within time and budget constraints set by othersLooks to complete on schedule and recover slippage  |
| **Negotiation**  | The ability to discuss and agree priorities |
| **People Development**  | Can respond within tested frameworks of development to identify own needsUses personal experience to build own skills  |

## Role definition

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| **Summary of role**  | Principally responsible for supporting the preparation of tender pricing 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 estimating team to achieve deadlines as part of the wider Precontract TeamObtain the most competitive quotes by understanding current market trendsIdentify and report on risk and opportunity and scopeAssist tender pricing strategies and continuously monitor market pricingReview and assess tender documentation ensuring all documents are received and are correctAssist in the review of tender documents assessing scope, risks involved, tender complexity and provide feedback to the bid team Conduct site inspections where required 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 documentation as required to assist with tendering activityOnce tender is completed incorporate all relevant details, forward for review and approval prior to submissionLiaise with the customer on an on-going 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 contractIn-conjunction with senior management, participate at contract negationsOnce tender has been successful coordinate and arrange for contract exchangeAssist with preparation of handover material of tender for the project teamCoordinate and assist in “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 functionsEnsure 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 businessMaintain and foster relationships with referral sources and other business contactsAssist in regular review procedures for currency, productivities and methodologies |
| **Qualifications, training and technical knowledge**  | A level or equivalent education, preferred, working towards suitable job appropriate qualificationDemonstrated understanding of the use of first principles estimatingA sound working knowledge of Morgan Sindall processes and procedures relating to workload and job roleAwareness of current health and safety requirements and changes |
| **Attributes and skills**  | Some supervision skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |