## Senior Estimator – Level 1

|  |  |
| --- | --- |
| **Generic title** | Senior Manager - 2 |
| **General Description** | People at this level will manage a function, a number of managers or an income stream.In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.In commercial they will manage contracts and may lead on a framework, project, special works or design. |

## Competencies

|  |  |
| --- | --- |
| **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** | Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques |
| **Dealing with change** | See potential of new ideas and situations Takes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTakes a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary |
| **Managing resources**  | Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision makingUnderstand the resource implications on the business plan |
| **Negotiation**  | Understand the other's point of view Make an objective and structured case with pros and consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Grow a team that is aligned with the business objectivesUnderstand strengths and weaknesses of team members and work with them to good effectUnderstand ambition and manager expectationsUse of a wide range of development tools |

## Role definition

|  |  |
| --- | --- |
| **Summary of role**  | Support the pre-construction team for preparing tenders to secure projects, in particular competitive design and build tenders for both new build and refurbishment projects including liaising with planners, design managers and preconstruction managers to deliver innovative solution. |
| **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 / scopeProduce accurate net estimates in accordance with Morgan Sindall standards to win workPrepare accurate and competitive estimates and cost plansUtilise, interpret and represent benchmark dataAssess tender documentation, requirements and report findings to teamDevelop tender strategy and continuously monitorEnsure all supplementary information is in placeFull working knowledge of estimating software system and ensure upgrades are understood and implementedOperate within the Morgan Sindall standards estimating proceduresAwareness of current health and safety requirements and changesEnsure risk register is applied and monitoredInfluence and support team members to innovate and achieve optimum solutionsEffectively communicate bid strategy and solutions to construction teamObtain feedback from construction team and utiliseSeek opportunities to learn about changes and innovations in the industryEnsure own skill base is developedIdentify the customer and understand their needsBuild effective relationships to establish two way dialogue with customers and suppliesSeek to establish professional trust and mutual respect with customers and suppliesEndeavour to maintain relationships into the future with customers and suppliesInfluence and support suppliers to innovate and achieve optimum solutionsInvolvement in the adjudication processAttend post tender negotiation with a view to taking the responsibilitiesPrepare submission documentsLearn to develop the tender strategyDevelop business development appreciation and understanding |
| **Qualifications, training and technical knowledge**  | Qualified to HNC standard as a minimumAbility to take-off quantitiesProficiency using Conquest estimating softwareCreating Excel reportsCost planning knowledge and experience An understanding of construction technology and innovative techniques |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills with the ability to motivate employees to achieve high standards of compliance Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and qualitySound knowledge of the construction industryAbility to ensure standards and specifications are metAbility to work with senior management to set project and operational targetsExcellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders  |