

## Cost Planner

<b>Generic title</b>	Senior Manager - 2
<b>General Description</b>	<p>People at this level will manage a function, a number of managers or an income stream.</p> <p>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.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>See potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Takes a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
<b>Negotiation</b>	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p> <p>Use of a wide range of development tools</p>

## Role definition

<b>Summary of role</b>	Support the pre-construction team for preparing cost plans and 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.
<b>Responsibilities and accountabilities</b>	<p>Support the bid team to achieve deadlines</p> <p>Obtain the most competitive quotes by understanding current market trends</p> <p>Identify and report on risk and opportunity / scope</p> <p>Produce accurate net estimates in accordance with Morgan Sindall standards to win work</p> <p>Prepare accurate and competitive estimates and cost plans</p> <p>Develop accurate benchmark and out-turn cost data to utilise and interpret on future projects</p> <p>Assess tender documentation, requirements and report findings to team</p> <p>Develop tender strategy and continuously monitor</p> <p>Ensure all supplementary information is in place</p> <p>Full working knowledge of estimating software system and ensure upgrades are understood and implemented</p> <p>Operate within the Morgan Sindall standards estimating procedures</p> <p>Awareness of current health and safety requirements and changes</p> <p>Ensure risk register is applied and monitored</p> <p>Influence and support team members to innovate and achieve optimum solutions</p> <p>Effectively communicate bid strategy and solutions to construction team</p> <p>Obtain feedback from construction team and utilise</p> <p>Seek opportunities to learn about changes and innovations in the industry</p> <p>Ensure own skill base is developed</p> <p>Identify the customer and understand their needs</p> <p>Build effective relationships to establish two way dialogue with customers and supplies</p> <p>Seek to establish professional trust and mutual respect with customers and supplies</p> <p>Endeavour to maintain relationships into the future with customers and supplies</p> <p>Influence and support suppliers to innovate and achieve optimum solutions</p> <p>Involvement in the adjudication process</p> <p>Attend post tender negotiation with a view to taking the responsibilities</p> <p>Prepare submission documents</p> <p>Learn to develop the tender strategy</p> <p>Develop business development appreciation and understanding</p>
<b>Qualifications, training and technical knowledge</b>	<p>Qualified to HNC standard as a minimum</p> <p>Ability to take-off quantities</p> <p>Proficiency using Conquest estimating software</p> <p>Creating Excel reports</p> <p>Cost planning knowledge and experience</p> <p>An understanding of construction technology and innovative techniques</p>
<b>Attributes and skills</b>	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>