

Estimator

Generic title	Manager – 2
General Description	<p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades or co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p>

Competencies

Achieving Results	Sets clear and appropriate goals that consider the bigger picture Drives well to achieve consistent results Deliver a quality performance consistently
Analytical thinking and decision making	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
Communication	Communicates positively with clarity and understanding Presents information in a structured way Demonstrates confidence when communicating in own subject
Dealing with change	Positive attitude to change when presented Contributes to change in own area of work
Teamwork	Contribute to the overall team objectives Understand how to be part of a team Regularly cooperate with team members
Leadership	Ability to take control of situations with one's sphere of influence Assume responsibility – organising and guiding where necessary
Managing resources	Create a plan for a familiar project or process Interpret a plan and decide what resources are required Bring resources together and ensure they are efficiently deployed Able to call upon and manage diverse skills and methods to deliver results
Negotiation	Understand the others point of view Make an objective and structure case with pros and cons Understand the need to give and take Understand and defend a position
People Development	Can respond well within tested frameworks of development to identify own needs Use personal experience to build own skills

Role definition

Summary of role	Principally responsible for managing and preparing tenders 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.
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Responsibilities and accountabilities	<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 and scope</p> <p>Develop tender strategy and continuously monitor</p> <p>Review and assess tender documentation ensuring all documents are received and are correct</p> <p>Review tender documents assessing scope, risks involved, tender complexity and provide feedback to the bid team</p> <p>Conduct site inspections for tender understanding, analysis of conditions, assessment of risk and identification of activities that may or may not be shown in the tender documents</p> <p>Operating within Morgan Sindall standard estimating procedures, calculate and prepare quantities in conjunction with the commercial team</p> <p>Source subcontractors and suppliers capable of complying with tender in coordination with the commercial and bid teams</p> <p>Compile letter of offer, tender schedules, program and other items required by the tender</p> <p>Once tender is completed incorporate all relevant details, forward for review and approval prior to submission</p> <p>Liaise with the customer on an ongoing basis to determine progress of tender</p> <p>Compile relevant tender information into benchmark and estimate price</p> <p>Make tender amendments where applicable utilising customer feedback on submitted tender</p> <p>Review contract details relevant to the company's ability to deliver under the contract</p> <p>Provide feedback to senior managers regarding commercial contract exposure on the proposed project</p> <p>In-conjunction with senior management, participate at contract negotiations</p> <p>Once tender has been successful coordinate and arrange for contract exchange</p> <p>Prepare handover material of tender for the project team</p> <p>Coordinate and conduct "handover" meeting with the project team, providing detailed briefing of the tender requirements</p> <p>As necessary provide support and respond to tender queries made by project team personnel.</p> <p>Coach, mentor and assist direct reports professional development</p> <p>Provide relevant information to direct reports enabling them to effectively carry out their functions</p> <p>Delegate tasks to direct reports in line with skill, knowledge and ability</p> <p>Identify skill gaps and training requirements for direct reports</p> <p>As required, become involved in relevant personnel matters including recruitment and retention, to include performance management</p> <p>Ensure all reasonable steps are taken in order to achieve workplace harmony within the area</p> <p>Maintain sound and cooperative working relationship with existing customers</p> <p>Continually seek and identify new and/or alternative business opportunities or initiatives which may impact on the overall competitiveness, profitability and growth of the business</p> <p>Keep up to date and abreast of industry factors that may impact on the business</p> <p>Participate in business development strategy initiatives</p> <p>Investigate and stay abreast of future projects</p> <p>Maintain and foster relationships with referral sources and other business contacts</p> <p>Regularly review procedures for currency, productivities and methodologies</p>
Qualifications, training and technical knowledge	<p>Degree educated, preferred</p> <p>Demonstrated understanding of the use of first principles estimating</p> <p>A sound working knowledge of project management principles</p> <p>Awareness of current health and safety requirements and changes</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p>

	<p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p>
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