

Job Code 44

ESTIMATOR

Reporting to:

Senior Estimator / Chief Estimator

Purpose:

To provide accurate cost estimates in a timely manner

Achieving Results

- Ensuring the company's commercial interests are best served
- Supporting the Senior/Chief Estimator 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

- Assisting the Senior Estimator in the vetting of bid documentation.
- Carryout site visits to gain a full appreciation of the scale, scope and risks of the works to be tendered.
- Production of feasibility studies and budget proposals.
- Consistent provision of timely and accurate estimates, pre-acquisition studies, etc. fully utilising the estimating systems.
- Completion of CSA's and general tender submission documents.
- Responding to Client lead post tender queries.
- Assist with post tender negotiations.
- Ensure accurate and timely subcontract enquiries are used in the formulation of bids, ensuring thorough recognition of exclusions/conditions within quotations and resolve all issues prior to adjudication.
- Maintaining an updated cost base by regular review of market prices with post contract teams.
- Maintaining and updating subcontract and material database information within the estimating software systems in close liaison with the Regional Commercial Manager and Regional Buyer.
- Pursuit of subcontract enquiries in the formulation of a bid and provision of accurate comparisons for discussion at adjudication meetings.
- 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.
- Compliance with the Company's policies and procedures in respect of Health, Safety, the Environment, LIMS, I.T. and Human Resources.

Serving the Customer (Internal and External)

- Ensuring an effective handover of information to post contract teams on the successful award of a scheme
- Active participation in the initial and final adjudication meeting.

Delivering Quality

- Ensuring accurate and timely material quotations 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			
Estimating Software Systems			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

Training Matrix

A training matrix for this role, which includes all the compulsory training, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.