## Senior Estimator – Level 1

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| **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

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| **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** | 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 change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Takes 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 making  Understand the resource implications on the business plan |
| **Negotiation** | Understand the other's point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Grow a team that is aligned with the business objectives  Understand strengths and weaknesses of team members and work with them to good effect  Understand ambition and manager expectations  Use of a wide range of development tools |

## Role definition

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