

**Job Code 44 ESTIMATOR**

**Reporting to: Managing Estimator**

**Purpose:** To provide cost estimates in a timely manner

**Achieving Results**

* Ensuring the Company’s commercial interests are best served
* Supporting the Managing 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**

* Consistent provision of timely and accurate estimates, pre-acquisition studies, etc. fully utilising the C21 estimating system.
* Ensuring accurate and timely subcontract enquiries are used in the formulation of bids, ensuring thorough recognition of exclusions/conditions within enquiries 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 the subcontract and material database information within C21 in close liaison with the Chief QS and Regional Buyer.
* Assisting the Managing Estimator in the vetting of bid documentation.
* Pursuit of subcontract enquiries in the formulation of a bid and provision of accurate comparisons for discussion in the adjudication meeting.
* 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, LIBMS, IT 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 enquiries 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 |  |  |  |
| C21 |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft Outlook |  |  |  |