

## Senior Cost Planner

<b>Generic title</b>	Senior Cost Planner
<b>General Description</b>	<p>A Professional Quantity Surveyor/Cost Manager/Consultants considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</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>Sees potential of new ideas and situations</p> <p>Take 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>Take 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 plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure 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>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

## Role definition

<b>Summary of role</b>	Responsible for the preparation of project budgets, order of cost estimates, maintaining and interpreting historical benchmarking information, preparation of formal costs plans through each design stage. You will play a key role in managing the client's expectations and communicate to them and design teams, the criticality of design to cost principles.
<b>Responsibilities and accountabilities</b>	<p>Leadership skills in managing all commercial aspects of projects including advising on the cost impacts and consequences of critical decisions through the design process</p> <p>Meet commercial deadlines and support the bid team to achieve theirs.</p> <p>Review and assess tender documentation ensuring all documents are correct</p> <p>Assess scope, risks, opportunities and tender complexity and provide feedback to the bid team</p> <p>Develop 'win' strategy and continuously monitor. Effectively communicate strategy and solutions to the construction team</p> <p>Lease with the supply chain to capture competitive advantage and / or validate package pricing</p> <p>Proven practical skills in measurement and preparation of Order of Costs Estimates, Formal Cost Plans and Benchmarking.</p> <p>Structuring and representing all cost data in the standard form</p> <p>Identify project abnormalities</p> <p>Project analysis indexation</p> <p>Maintaining and adapting historical benchmarking information</p> <p>Working with design teams to ensure strict design to cost principles are followed including setting target cost models and monitoring building efficiency (wall to floor ratio, NIA to GIA ratio etc.)</p> <p>Applying value management and value engineering techniques when necessary</p> <p>Risk management including maintaining registers</p> <p>Life cycle costing</p> <p>Engaging with the supply chain for cost advice</p> <p>Work with and advise Pre-Construction and Construction Teams to ensure best industry practice is maintained</p> <p>Coach, mentor and assist direct reports professional development</p> <p>As required, become involved in relevant personnel matters including recruitment, retention, and performance management</p> <p>Identify the customer and understand their needs. Build effective relationships to establish professional trust and respect with customers and suppliers</p> <p>Influence and support customers and suppliers to innovate and achieve optimum solutions</p> <p>Participate in business development initiatives</p> <p>Keep up to date and abreast of industry factors and innovations that may impact on the business</p>
<b>Qualifications, training and technical knowledge</b>	<p>Degree-level in construction-related discipline</p> <p>Strong working knowledge of NRM1 and NRM2</p> <p>Detailed knowledge of company management systems including; Commercial and financial (Commercial Manager / COINS / Sphere)</p> <p>Procurement</p> <p>Risk management</p> <p>HR management</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 self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p>

	Specialist knowledge in chosen field
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