

Job Specification

Job Title:	Senior Estimator
Division:	Pre-Construction
Reports on a day-to-day basis to:	Director/Pre-Construction Manager
Posts Supervised Directly:	None
Details of any staff supervised indirectly	Not applicable
Liaise with (external):	Clients and their representatives Consultants Subcontractors Suppliers
Based at:	Head Office and visiting various sites (as per project required)

Health & Safety:

The safety of all those who may be affected by our business activities must be paramount in everything we do. It is therefore your responsibility to be fully conversant with all the Company's arrangements for health & safety and implement them fully whilst performing your role. This will include but is not limited to our Health & Safety Policy, processes and procedures, safe methods of working and other duties communicated from time to time to you by the Company; as well as any specific health and safety duties outlined within this job specification.

Job Purpose Summary:

1. As a Senior Estimator, you will support the Pre-Construction Manager. While working closely with and coordinating input from the relevant disciplines involved with a tender submission. While undertaking all duties as a Senior level Estimator producing high quality and accurate commercial proposals in the various formats as required.
2. To optimise the Company's Pre-Construction tender opportunities by producing the relevant commercial documentation required for submission, including but not limited to the tender cover letter, form of tender, preliminaries breakdown in the company format and the completed pricing document in the clients format; and ensuring that all documents are highly presentable and carefully considered as appropriate to the format and procurement method being administered by the client and their professional team.
3. A dedicated resource to help ensure that a suitable level of business opportunities are effectively and competitively bid and translated into viable projects for delivery.
4. The post holder will be based at our Head Office (located in the Kings Cross area of London). The majority of the projects will be located within travel Zones 1 to 6 of Central London. From time-to-time the role may require travel to other locations within the UK and very occasionally to other countries.
5. To ensure the professional operation of the estimating and tendering process.
6. You will be required to be aware of your colleagues Job Specification where there is likely to be an overlap in areas of responsibility.

7. Ensure compliance with tender submission instructions through reviewing tender documentation, while aligning, interrogating, comparing, rationalising and evaluating multiple trade by trade subcontractor quotation returns to ensure best price, compliance and risk free commercial submissions are achieved.
8. Any other duties that from time to time may be expected of you and as instructed by the Director to satisfy the requirements of the Company.

Job Duties and Responsibilities:

1. Meet deadlines for prescribed delivery dates, with good attention to detail and be able to deliver high quality accurate work, often to tight deadlines.
2. To develop and nurture relationships with clients and their consultant teams to support the marketing of the Company and to identify potential opportunities. To include networking and attendance at marketing functions.
3. Progressively liaise with the tender contributors (e.g. Director, Construction Director, Contracts Manager, Pre-Construction Manager, Technical Bid Writer, Technical Services Manager, Planner, Commercial Director, Bid Editor and Marketing Manager) to ensure that completed elements of the submission are drawn together which accurately reflect the tender brief and overall submission content.
4. Manage the overall tender estimating process in a timely and efficient manner ensuring clear communication to internal contributors and external consultants at every stage of the process.
5. Contribute as required towards the compilation of bid documentation to include full submission documents with the support of tender contributors (noted previously). Bid documentation will typically include priced information, Form of Tender, project programme/s, methodology, tender clarifications/qualifications, team proposals/CVs, H&S Statements, Quality Statements and Company portfolio.
6. Assist with as required the production of pre-qualification submissions.
7. Assist with as required the production of a comprehensive suite of supporting tender documentation and case studies for 'off the peg' submission content.
8. Represent the company at external client / consultant meetings relating to Pre-Construction opportunities.

Qualities and Attributes:

1. An effective communicator with all members of staff; a team player. You must have excellent interpersonal skills; maintain good working relationships with colleagues, clients and suppliers and have a personable character.
2. Be highly organised, with excellent time management skills, with flexibility and commitment to meet time deadlines on a range of projects.
3. Manage and prioritise own workload with ability to multi-task effectively, working alone and as part of a team. Meet deadlines for prescribed delivery dates, have excellent organisational skills and ability to adhere to strict deadlines.

4. Have good attention to detail and a commitment to quality, command high standards of arithmetical ability with good written English and grammar.

Procedures and Processes:

1. You will adhere to pre-construction and estimating procedures in order to deliver a uniform approach to the pre-construction process.
2. Contribute with suitable documentation and electronic records at all times in accordance with good practice and company procedures. Providing where relevant, content for proposals and case studies, enabling shaping of tender responses, contribute to developing strategies and unique selling points for bids.
3. Contribute towards the production of coordinated and efficient project delivery programmes incorporating pre-construction activities and significant procurement lead times.
4. Arrange and coordinate visits of projects for tender; review site logistics and general site constraints; meet key subcontractors on-site to enable coordinated preliminaries and efficient quotations achieved; and obtain photographic records of the site for review by others.
5. Engage with the key supply chain providers to ensure that Westgreen's bids cater for planned works in all respects by developing relationships to grow the company's specialist subcontractors. As necessary arrange, coordinate and engage with client, consultant, key supplier and subcontractor review meetings during the tender process.
6. Contribute towards the evaluation and documentation of effective, safe and efficient construction techniques and methodologies for planned project delivery proposals. Evaluate build sequencing, site logistics, and safe methods of working. Incorporate where possible innovative processes, technologies and solutions.
7. As appropriate manage your internal tender settlement meetings for your tenders, including final modification of tender bid in keeping with the agreed terms of the settlement.
8. As necessary manage and/or chair internal tender handover meetings on your successful bids ensuring effective communication to the team as to all aspects of the project.
9. Undertake all duties (both individually & the wider Company activities) in a manner that promotes the highest regard to health & safety at work. Where you become aware of an occurrence that may compromise the health & safety of an individual take appropriate action to eliminate the occurrence and report the occurrence in accordance with Company procedures.
10. In consultation with the tender contributors (noted previously) compile cost proposals for viable and cost efficient build solutions, while ensuring that the company preliminary costings are calculated with regards to programme, project logistics and overall requirements. Review schemes and, in consultation with colleagues, evaluate construction techniques, site logistics and tender options that reduce costs / add value to our overall tender bids.

11. Compile and / or arrange the compilation of Bills of Quantities for tenders; including checking provided Bills of Quantities / Quantified Schedule of Works for completeness and accuracy of content given the overall tender enquiry documentation. Fully market test with multiple tender quotation returns for each trade package of works and preliminaries elements, to ensure fully interrogated and market tested package values are achieved.
12. Assist with production of benchmark documentation from historical tenders as well as out turn costs from projects delivered to study parity as well as inconsistencies between projects lost, won and delivered.

Information Management:

1. Contribute towards the assisting of the Marketing Manager with the maintenance and development of the CRM database by feeding through relevant contacts and relationships.
2. Analyse tender documentation and divide into key trade / supplier packages; compile subcontractor / supplier enquiries as required and issue tender documentation accordingly.
3. Maintain suitable documentation and electronic records at all times in accordance with good practice and company procedures.
4. Contribute towards the coordination of the approved subcontractor database.

Reporting:

1. Ensure that, in readiness for planned tender settlement meetings, the Director reviewing the bid is presented with an accurate, viable, fully considered and competitive market tested nett cost bid of the project scope being tendered.

Competencies & Qualifications:

1. Asbestos Awareness
2. CSCS Managers and Professionals
3. Lone Working Awareness
4. Manual Handling
5. Scaffold Awareness (1 day)
6. Temporary Work Awareness

Note – Where competencies and qualifications are incomplete the Company will consider supplementary training and coaching to help a candidate meet the stated requirements.

Prepared by:

Name: Andrew Seeva

Date: 8th June 2018

Note: This job specification is not contractually binding and neither is it intended to be exhaustive. The post-holder may be required to undertake other duties and responsibilities as management deems necessary. This specification will be subject to periodic review and may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.