

# Job Description

<b>Job Title</b>	Estimator
<b>Department</b>	Business Development
<b>Location</b>	Bathgate, travel as business needs require.
<b>Reporting to</b>	Head of Bid Management
<b>Line Manager to</b>	N/A
<b>Key Relationships</b>	Directors, Bid Team, Commercial Team, Divisional Managers, Clients, Supply Chain.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within The Company. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice. The post-holder will be expected to participate in developing Everwarm / Sureserve Quality Standards.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

## **Purpose of the Role / Role Overview:**

To support growing business unit, prepare and produce accurate cost estimates from receipt of Tender enquiry to Tender Settlement stage and to achieve the Company's Business Plan targets.

## **General Duties / Key Responsibilities:**

- To deliver the Estimating process to ensure work is undertaken to commercial and qualitative performance standards in a timely manner, to ensure consistently accurate estimates to meet or exceed the business goals.
- To plan and organise the work to ensure at all times that it meets timely and qualitative objectives.
- To ensure that the Company policies and procedures for the business are followed.
- To provide estimating advice and commercial support to the Bid team, Regeneration and business wide as appropriate.
- Review opportunities to strengthen the bid process and taking advantage of any competitive edge.
- Take ownership for the timely processing of sub-contractor enquiries
- Liaising with the business buying teams / supply chain team as appropriate.
- Evaluating / negotiating sub-contractor's quotations and producing competitive costs for packages where quotations are required.
- In conjunction with the divisional managers regularly review supply chain performance and take any action required regarding discrepancies.
- Ensure that the tender risks in relation to all contracts are correctly identified and accounted for, and review lost tenders to see why, how and where improvements can be made.
- Develop and implement the competent use of data spreadsheets and databases in order to maximise the efficient sourcing and collection of data to enable the production of accurate cost estimates to time.
- Measurement and preparation of accurate quantities from tender documents in order to ensure maximum competitive edge with a view to maximising tender success.
- Ensure that a consistent internal tender settlement / reconciliation report and handover process is implemented, and that pricing levels, margin and risk meet the approved business strategy.
- Meet and liaise regularly with the Bid Manager for regular reviews and updates.

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- Develop and maintain pricing masters by analysing and summarising estimating information trends.
- Liaise regularly with the Senior Management teams with regards to workload, holidays, procedures and tender business targets.
- Work closely with the Commercial teams to initialise, contribute and review the CVR process
- Alongside the Commercial teams - contribute to the post project commercial review / reconciliation.
- Responsible for tender estimates / price build-up across the divisional work streams.
- Work closely with the business development and bid teams across the business.
- Work closely with the operational teams, to be business led across the various divisions.

## Person Specification: Estimator

	EXPERIENCE	SKILLS / KNOWLEDGE OF	QUALIFICATIONS	PERSONAL ATTRIBUTES
<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>▪ Experience of estimating for a main contractor in the construction industry</li> <li>▪ Able to work on own initiative.</li> <li>▪ Experience of managing and prioritising own workload whilst working under pressure</li> <li>▪ Experience of coordinating with the work of others</li> </ul>	<ul style="list-style-type: none"> <li>▪ JCT Form of Contract: D&amp;B, Minor Works, etc.</li> <li>▪ Schedules of rates</li> <li>▪ Specifications and drawings</li> <li>▪ Bills of quantities</li> <li>▪ Cost value reconciliation</li> <li>▪ Frameworks</li> <li>▪ Proficient in the use of Microsoft Office Packages - Excel, Word</li> </ul>	<ul style="list-style-type: none"> <li>▪ HNC/HND in a construction related subject (desirable)</li> <li>▪ The post holder must possess a minimum of grade C in Mathematics and English or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Excellent time management</li> <li>▪ Ability to work well under pressure</li> <li>▪ The ability to meet deadlines</li> <li>▪ Negotiation skills</li> <li>▪ Self-Motivated</li> <li>▪ High levels of accuracy</li> </ul>

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<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in the Energy Services / Social Housing sectors.</li> <li>▪ Experience of maintenance contracts</li> <li>▪ Previous experience of managing people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ NEC Contract (Various Options)</li> <li>▪ Computerised estimating packages</li> <li>▪ NHF S.O.R</li> <li>▪ NSR S.O.R</li> </ul>	<ul style="list-style-type: none"> <li>▪ Building related degree</li> <li>▪ MCIOB</li> <li>▪ MRICS</li> <li>▪ ARICS</li> </ul>	<ul style="list-style-type: none"> <li>▪ The ability to think strategically</li> <li>▪ Presentation skills</li> <li>▪ People management skills</li> </ul>
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## Additional Requirements:

- Enhanced Disclosure Check
- Full Clean Driving License

## What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Car allowance 10% of basic salary
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.