OUR VISION

'TO BE A COMPANY PEOPLE ASPIRE TO WORK FOR, WHERE WE WILL ALWAYS DELIVER THE BEST EXPERIENCE FOR OUR CUSTOMERS'.

ROLE DESCRIPTION

TITLE
DIVISIONAL/MANAGING ESTIMATOR

REPORTING TO
DIVISIONAL DIRECTOR

TEAM
DIVISIONAL

FUNCTION
WORK WINNING

JOB PURPOSE & CONTRIBUTION TO THE ORGANISATION
Provide the business with the best net cost and margin to win the work in line with business strategy. Lead and support the estimating function within the division to achieve the above.

ROLE ACCOUNTABILITIES (Specific accountabilities for the role)

- Actively contribute to the development and delivery of the divisional six point plan.
- Ensure tenders are thoroughly assessed and understood.
- Report on the viability of the tender and make recommendations whilst assessing risk.
- Allocate resources across tenders ensuring adequate resource is anticipated and agreed.
- Liaise with the Bid Manager and other experts across the business to gain an understanding of the project and use the advice gained from previous experience.
- Undertake an Estimating function, and:
    - Issue enquiries to supply chain.
    - Organise bill of quantities as required.
    - From first principles, produce accurate costs, access value engineering and risk issues and provide a comprehensive tender submission, anticipating changes in the marketplace.
    - Engage with contracts managers and other experts within the business, ensuring there is a clear plan and programme of delivery.
    - Provide prelims and finalise project at tender adjudication.
    - Answer queries and undertake any negotiations.
    - Identify areas of potential commercial advantage and value add
    - Handover successful bids with contracts team providing clarity on the bid itself and programme of works.

MANAGER ACCOUNTABILITIES (Generic accountabilities for all management roles)

- Represent and promote the company in a professional manner.
- Understand our business strategy and six point plans. Share with your team how they can contribute to achieving them.
- Encourage colleagues to deliver and recognise success.
- Challenge how things are done to make us more productive.
- Encourage your team to suggest improvements to how we work in line with our Right Works ethos.
- Understand our HSQE standards and ensure your team knows their responsibilities.
- Understand personal responsibilities to comply with our company policies and procedures and recommend improvements.
- Continually enhance the reputation of your team.
- Help your team understand their roles in protecting and enhancing our reputation.
- Recognise behaviours in your team that reflect our guiding principles.
- Create opportunities for you and your team to learn.
- Challenge behaviours that do not create an inclusive environment.

COMPETENCIES

GUIDING PRINCIPLE	MANAGER BEHAVIOURS
FOSTER TEAM SPIRIT. We are stronger together	Proactively develops team culture. Shares knowledge. Flexes management style to get engagement from all team members
INSPIRE CONFIDENCE AND ADMIRATION. We build respect through trust	Monitors and continually improves customer experience. Encourages strong relationships at all levels so we become a trusted partner.
FACE CHALLENGES WITH ENTHUSIASM. We are adventurous, encouraging, creative and open minded	Tackles complex problems with determination. Embraces change. Encourages and assists others to succeed. Identifying where support is needed.
BUILD OPEN AND HONEST RELATIONSHIPS. We listen to what others have to say	Develops relationships across the wider business and with other stakeholders. Values the contribution of others.
ADD VALUE THROUGH SIMPLICITY. We are straightforward and uncomplicated	Focuses on team priorities and implementing Right Works, communicating effectively. Strives to eliminate inefficiencies. Anticipates risk and takes decisions in a timely manner.
TAKE PRIDE IN SUCCESS. We challenge the way we work to find a better way	Celebrates team and individual success. Encourages improvements to the business.