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Revision:	
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Job Description

Employee		Job Title	Estimator		
Department	Pre-Construction	Location	Waterloo		
Line Manager	Framework Manager	No. of Direct Reports	1	Safety Critical	N

Job Purpose

The preparation, submission, and negotiation of tender proposals to enable the securing of potentially profitable work for the business unit by ensuring that bids are prepared in a timely manner, are attractive to our customers.

Key Accountabilities

Ensure that accurate cost build up for all aspects of work are complete, accurate and clear to existing and potentially new clients.
 Ensure that appropriate processes are in place and monitored on their Alliance Partner and other Contracts to ensure that Contract Commercial Compliance is maintained and any non-performance is identified and corrective actions implemented as necessary.
 Support Purchaser Actual Cost Audits and Alliance Target Cost Verification.
 Support the Senior Quantity Surveyor with the resolution of Claims as necessary within the Contract Management QS Team.
 Provide Commercial support to the Contract Managers when Contract or Costed Need Changes are being negotiated.
 Support the management and optimisation of budgets and spend (in conjunction with Finance) on their portfolio of Contracts
 Assist the commercial and project team in estimating for contract variations and tender bids for prospective projects.
 Build up in a team, or self lead for cost build up for tenders and bidding of new works.

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

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KPIs

You will support and help the company achieve group and departmental objectives and KPI's

Job Requirements

Qualifications:

Advantageous but not essential to be part of the chartered institute of quantity surveyors.

Experience:

2yrs+ in a previous role Demonstrable understanding of commercial elements within large, complex projects, and a track record of achievement in complex projects.
 Experience of using Estimating software – specifically Causeway.

Technical Proficiency:

Numerate and able to demonstrate strong excel, project and PowerPoint skills, computer literacy is essential.

Preparation of prime cost estimates incorporating both standard and bespoke products

- Implementation of the 15 point Tender Process

Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
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- Liaison with bid managers, contractors and consultants
- Advice on specifications and budgets
- Measurement of quantity and scope for each bid
- Preparation of prime cost estimates
- Completion of fully considered tenders at settlement stage
- Advice on finalisation matters of risk, qualification and margin
- Preparation of indicative programme to accompany bid
- In conjunction with marketing/business development function prepare bid submissions
- Follow up with client to reach a positive conclusion
- Successful post tender negotiations
- Live and breath health and safety, according to Company procedures

Competencies & Training Requirements

Confident interfacing with senior management and executives.
 Comfortable leading and working as part of a team.
 You must also have strong confidence and diplomacy when dealing with potential clients.

Leadership Behaviours (for any role):

- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with company Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

*The undersigned have been briefed and understand the above job description and responsibilities.
 I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature