

Job Description

Job Title: Senior Estimator

Responsible to: Commercial Manager, Company Directors

Responsible for: Project Quantity Surveyors, Assistant Quantity Surveyors and Trainee Quantity Surveyors

Main Purpose of Job:

The position sits with the Jamieson Contracting NW Ltd Commercial Team. The commercial department deals with all aspects of commercial delivery across JCL (Jamieson Contracting NW Ltd) Projects and Construction Services teams. Individual projects across the two sections range in value from £1K - £3M. These projects come from a variety of public and private sector clients.

The role is to be responsible for the estimating and bid management function of commercial delivery.

The post holder is to ensure that JCL are providing clients with successful bids submissions that not only meet, but exceed our client's requirements and expectations. JCL Aim to provide all their clients with excellent value for money and quality and this should be primarily demonstrated through our bid responses.

The successful candidate will be responsible for preparing and submitting bid responses in the following areas:

- ✓ Infrastructure projects
- ✓ Refurbishment projects
- ✓ Construction work within the education and health sectors
- ✓ New Build - both residential and commercial
- ✓ Extensions – Both residential and commercial
- ✓ Social Housing Programs

Principal Tasks and Duties

Work Responsibilities

The primary function of this role is to work on the estimating side of the commercial team however during busy periods there will be the requirement for the post holder to be involved in some post contract tasks.

Estimating Duties/Requirements

- ✓ The production and compilation of tender responses for public and private sector clients. Including pricing and quality elements of the response.
- ✓ Engage with existing and new supply chain partners to obtain pricing and quality information in support of tender bids.
- ✓ Assist in the development of the procurement programme and carrying out sub-contractor procurement
- ✓ Assist in the generation and control of project budgets.
- ✓ To monitor and record the tender success rate and provide monthly reports to the Commercial Manager in relation to Construction Services estimating outputs.
- ✓ Provide input into risk profiling and management on contracts/projects
- ✓ Selection of contracts for projects
- ✓ Work on PQQ's for new contracts
- ✓ Monitoring website portals and other sources to identify potential projects for JCL. Presenting these projects to the Commercial Manager increasing JCL's portfolio and pipeline of work.
- ✓ To take leads passed by the Commercial Manager, Company Directors and Business Development Manager and plan these bids into the tender calendar.
- ✓ To be able to use the easybuild system to extract information and set up new clients and projects
- ✓ To regularly meet with and contact framework/clients to determine what projects they might have in the pipeline and record and present this information to the Commercial Manager.
- ✓ To prepare monthly reports on estimating and bid management outputs for the Commercial Managers review.
- ✓ To liaise closely with the Business Development Manager with regards to bid preparation.
- ✓ To be responsible for the distribution of tasks and co-ordination of tender bids.
- ✓ To work closely with the pre-construction team to develop bid responses relating to D&B projects

- ✓ To be proficient in the use of the conquest system from using the take off tool, to preparations of Bills of Quantities and online enquiries.
- ✓ To be able to take off projects from drawings to produce full bills of quantities and schedules of work in line with SMM7 and NRM.
- ✓ To have excellent IT skills (Microsoft office) particularly with Excel. (The ability to write complex formula).
- ✓ To be able to adjudicate tenders and pitch pricing based on market forces and factors. To be able to advise other members of staff on this and guide them through the tender adjudication process.
- ✓ To be able to fairly assess and compare tender responses from Sub-contractors and suppliers and provide recommendations on preferred bidders.
- ✓ To build and expand on the sub-contractor and supplier network. This should be achieved by encouraging new partners and guiding them through the Pre-qualification approval process.
- ✓ To provide monthly reporting in relation to sub-contractor/supplier responses.
- ✓ To provide feedback regularly to sub-contractors and suppliers on work they have tendered for etc.
- ✓ To seek to build relationships with our clients and to request regular feedback on tenders/bid submissions.
- ✓ To have a strong dedication towards the continuous improvement of our bid responses. To assess tender feedback and incorporate new ideas/feedback, processes and improvement into future tenders to ensure our bids are meeting market requirements and remain a leader with new and existing clients.
- ✓ To attend and arrange regular CPD events to ensure we are incorporating current methods of construction and bid management into our responses.
- ✓ Excellent knowledge of Construction Contracts, particularly NEC3 and JCT. The ability to review contracts and agreements released as part of tender documentation and to advise and assess the risk associated with them to aid with contract negotiations.
- ✓ The ability to prepare PowerPoint presentations and to present confidently and comfortably at tender pitches and interviews.
- ✓ To execute all works with high attention to details and a meticulous approach.

Management Duties/Requirements

- ✓ The ability to manage your own workload and co-ordinate with others to ensure strict deadlines are met
- ✓ The willingness to undertake additional training to grow with the role
- ✓ To have excellent IT skills and a proficient knowledge of Microsoft packages

- ✓ Attend and contribute to meetings with work colleagues and or clients/customers when necessary. Building relationships and demonstrating excellent communication skills.
- ✓ To attend site visits/meetings as and when required and to adhere to the health and safety procedures/requirements
- ✓ To be aware of the company's brand and profile and to aid in increasing this through social media/other marketing tools as and when required.
- ✓ Produce and negotiate insurance claims with insurers representatives
- ✓ The ability to lead a team and aid in the management and organization of other team members.
- ✓ Experience of managing people/a team
- ✓ The ability to be able to coach and mentor staff members within your team.
- ✓ The post holder will be required to assist and aid the Commercial Manager in the review, development and implementation of procedures and systems of work.
- ✓ Assist in staff matters; which may include staff succession awareness, development, competency.
- ✓ Provide support to the trainee Quantity Surveyor to ensure effective development and performance
- ✓ Promote continual review and improvement of services by creating an environment in which staff are encouraged to use their initiative and creativity for the benefits of customers
- ✓ Carry out other relevant duties as required from time to time

This is not an exhaustive list and other duties requiring similar skill levels may be required.

Support in Role

We will offer you all the support you need. This will be in the form of:

- ✓ Monthly one to one's
- ✓ Annual appraisals
- ✓ Mobile phone
- ✓ Laptop with mobile data connection
- ✓ Petrol allowance when using your own vehicle on company business
- ✓ Monthly salary (to be negotiated)
- ✓ Company Bonus Scheme
- ✓ We are willing to pay for courses that would benefit you and the company and keep your knowledge up to date

This list is not exhausted, if you require any additional support not list we are happy to discuss this with you on an ad-hoc basis.

Other Duties

Carry out responsibilities with due regard for the JCL Equality & Diversity requirements

Attend training as required

Provide general support and assistance to the Managing Director as required

Carry out any other duties as reasonably required by the Managing Director

Competence Framework

JCL has a Competence Framework that applies to all roles. This sets out behaviors that are expected of staff. Individual levels will be agreed as part of the appraisal process.

The following competence applies to all staff:

Behaving Professionally

Demonstrates consistent commitment to JCL Values as stated below:

- ✓ Getting it right first time
- ✓ Fair and consistent
- ✓ Smart and lean
- ✓ Can-do approach
- ✓ Good to work with

Equality and Diversity

Demonstrates commitment to Equality and Diversity in line with JCL's Equality and Diversity Policy.

JCL Policies and Procedures

Maintain knowledge of JCL policies and procedures and follow relevant policies in day to day work.

General Responsibilities

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and the Company's business and be aware of the Data Protection Act 1998.

2. Standards of Business Conduct

The Company expects all employees to maintain the highest standards of personal and business conduct always. The JCL staff handbook sets out the Company's expectations; of which a copy is provided upon entrance to the Company by the Personnel Department.

3. Health & Safety

All employees should be aware of the responsibility placed on them under the Health & Safety legislation, to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

JCL is committed to treating all people with fairness and respect. We aim to actively help remove barriers and open doors for our customers and staff and foster good relations within the communities we serve. All employees are required to demonstrate their commitment to the Company's Equality and Diversity Policy and its values during their day to day work. A copy of the policy is provided upon entrance to the Company by the Personnel Department.

5. No Smoking

The Group operates a non-smoking policy in offices.

6. Training and Development

To attend appropriate training courses and supervision meetings as required.

7. Communication

To attend staff and team meetings.

Purpose of a Job Description

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job

being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their Line Manager. If agreement is not possible the Company reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.

November 2017

I agree to the above job description:

Name.....

Signed.....

Date.....