

New Role Skills Matrix

New Role	Senior Estimator	Matrix Compiled by	Janie Cottam		
Personal Attributes based on job description			Essential (E)/ Desirable (D)		How it will be measured? A=Application/CV I=Interview T=Test
			E	D	
Qualification					
Must have attained a minimum of a BSC Degree at 2:2 or above in quantity surveying or similar commercial related discipline			✓		A
Good Secondary education attained a minimum of 5 GCSE's at grade C or above or equivalent			✓		A
MRIC's Accredited				✓	A
Hold a current up to date CSCS Card				✓	A
To have passed a DBS check				✓	
Experience					
A minimum of 5 years post graduate experience in a Estimator or Senior Estimator role.			✓		A/I
Experience of working for a main contractor in a commercial related role			✓		A/I
Experience of pricing and estimating construction projects from a commercial perspective and pre-contract related activities			✓		A/I
Experience of managing clients and regularly representing the company			✓		A/I
Experience of developing, preparing and delivering bids			✓		
Experience of managing a team previously				✓	A/I
Experience of leading a team				✓	A/I
Knowledge/Skills/Abilities					
Knowledge and understanding of JCT Contracts and their administration, specifically: <ul style="list-style-type: none"> • Minor works • JCT Standard with and without quants • JCT D&B • JCT Sub-contracts 			✓		A/I
Knowledge and understanding of commercial and construction related law (in specific The Construction Act) and its practical application with construction contracts			✓		A/I
Knowledge and understanding of NEC Forms of contract and their administration			✓		
Knowledge and understanding of framework contracts, both standard forms (e.g. PPC2000) and				✓	A/I

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bespoke. The ability to administer the contracts from a main contractor perspective			
An excellent working knowledge of construction and a proactive approach to design review and to propose construction solutions	✓		A/I
The Ability to work efficiently and effectively as part of a team and where necessary to show leadership and take control of a situation or team	✓		A/I
The ability to deal confidently with JCL clients and to represent the commercial team and company in a professional manner at meetings and events	✓		A/I
The ability to be able to fully take off projects and produce specifications and bills of quantities	✓		
Excellent attention to details and a meticulous and methodical approach to work	✓		A/I
Excellent Computer Skills in relation to all Microsoft packages	✓		A/I/T
The ability to produce complex reports and communicate proficiently and confidently in writing	✓		A/I/T
Knowledge of PowerPoint and the ability to confidently and professionally deliver presentations		✓	A/I
Ability to use Conquest		✓	A/I
Ability to use takeoff software such as bluebeam		✓	A/I
Ability to use Easybuild system		✓	
Additional Requirements			
A flexible approach to work duties. To conduct yourself in with an “over and above” attitude to the role	✓		A/I
To conduct yourself in a professional manner always and set a good example to other less senior members of staff	✓		A/I
Dedication to mentoring and developing less senior members of staff	✓		A/I
Willingness to undertake appropriate training	✓		A/I
Commitment to providing excellent customer care and executing all duties with a customer focused attitude	✓		A/I
A commitment to promoting Equal Opportunities within the organisation	✓		A/I
A full drivers license	✓		A