

## Job Profile – Estimator

<b>Post:</b>	<b>Estimator</b>
<b>Accountable to:</b>	<b>Company Directors</b>
<b>Work Closely With:</b>	<b>Site Management Team</b>
<b>Line Management Responsibility:</b>	<b>Commercial Director</b>

### General Responsibilities:

To manages all aspects of tender cost and quality submission. Contributes to the achievement of the overall business and commercial teams' objectives/targets and continuous improvement across the business. Ensure that all activities are undertaken in the best interest of the company, in accordance with the processes and procedures adopted across the business, and project a positive image to clients, stakeholders, potential clients and members of the public.

### Key Responsibilities:

1. To contribute to the effective procurement, planning, management, delivery and monitoring of services provided to clients.
2. Prepare detailed cost estimates, budgets, and financial plans for construction projects, Ensure all necessary paperwork is processed, retained and retrievable in line with the Business Management System in a timely manner.
3. To contribute to the achievement of contractual and financial targets,
4. To lead and manage the development and preparation of the commercial element of tender submissions for projects.
  - Examine tender works information and supporting documentation provided by the client. Prepare and circulate sub-contractor and supplier tender enquiries with all supporting information. Identify and forward tender information relevant to particular work packages to appropriate supply chain members.
  - analyse supply chain quotations and use the most appropriate cost information for inclusion within the tender.
  - Quantify elements of works for the supply chain to quote and for works to be undertaken internally. Apply commercial rates to works to be undertaken by Lloyd & Gravell.
  - Calculate Preliminary Costs : Time and Method related.
  - Obtain and manage design fees as part of the pre-construction process.
5. Bid writing and quality submission.
6. Identify cost-saving opportunities, perform risk assessments and provide recommendations to mitigate financial risks.
7. Work closely with commercial surveyors, project managers, design team, client representatives, sub-contractors, specialist supply chain and other stakeholders to achieve project objectives

8. Undertake feasibility studies, reviewing project scope, drawings, specifications and preparing cost plans prior to commencement of construction works.
9. Mentor junior staff, ensuring adherence to company standards and project requirements.
10. Maintain confidentiality in respect of the company's commercial and business activities across the business in line with the company's confidentiality and GDPR policies.
11. To develop and maintain effective working relationships with clients ensuring that the principles of best value and customer care are achieved.
12. To develop and maintain effective working relationships with service delivery team and subcontractors.
13. Contribute to the continual monitoring, assessment and improvement of the Business Management System and actively participate in the internal audit process.
14. To contribute to the development of company policy and procedures to meet changing needs and priorities.
15. To undertake training identified as essential to ensure that the duties of the post are being undertaken correctly and in a safe manner.
16. To ensure that all work is undertaken in compliance with the Health & Safety at Work Act, Company Policies and Procedures and statutory requirements.
17. To have the ability to work independently and as a member of a team to achieve the deadlines and timescales associated with the required outcome.
18. To undertake any other duties appropriate to the post as directed by Company Director(s).

**Lloyd & Gravell Ltd.**  
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<b><u>Qualification/Competencies</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Assessed by:</u></b>
BSc. or equivalent in Construction.	✓		Application Form/ Interview
Professional membership with RICS, CIOB, or equivalent.		✓	Application Form/ Interview
Proven experience in estimating/quantity surveying or a similar role.	✓		
<b><u>Experience</u></b>			
Demonstrate experience of Budgetary/contractual management and control.	✓		Application Form/ Interview
Demonstrate experience of using NEC and JCT contracts and procedures	✓		Application Form/ Interview
Understanding/appreciation of Frameworks processes.	✓		Application Form/ Interview
Bid Writing and Quality Submissions		✓	Application Form/ Interview
<b><u>Knowledge</u></b>			
Demonstrate knowledge and understanding of construction industry.	✓		Application Form/ Interview
Demonstrate sound knowledge of cost control processes.	✓		Application Form/ Interview
Demonstrate sound knowledge of construction process and mechanics of construction contracts.	✓		Application Form/ Interview
Knowledge and understanding of performance management.	✓		Application Form/ Interview
Knowledge and understanding of customer care practices.	✓		Application Form/ Interview
Knowledge and understanding of GDPR requirements.		✓	Application Form/ Interview
<b><u>Job Related Skills</u></b>			
Good oral and written communication skills.	✓		Application Form/ Interview
Excellent analytical, problem-solving, and decision-making skills	✓		Application Form/ Interview
Negotiation Skills	✓		Application Form/ Interview
Possess full driving license.	✓		Application Form/ Interview
IT Skills	✓		Application Form/ Interview
Working with Construction Specific Software.	✓		Application Form/ Interview
Confidentiality - Ability to maintain confidentiality across all areas of the business.	✓		Application Form/ Interview
<b><u>Communication</u></b>			
Welsh Verbal Skills		✓	Application Form/ Interview

English Verbal Skills

✓
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Application Form/  
Interview

Written English Skills

✓
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Application Form/  
Interview

**Personal Skills**

Demonstrate ability to achieve high standards and levels of service performance.

✓
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Application Form/  
Interview

Possess drive, energy and commitment.

✓
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Application Form/  
Interview