

## Role profile

Job title	<b>Senior Estimator</b>
Reports to	<b>Commercial Lead</b>
Department/Business stream	<b>Estimating</b>

### Main purpose of the role:

To lead estimates for engineering works in accordance with estimating systems and procedures, working with other members of tender teams to develop effective client solutions.

<p><b>Main duties and responsibilities</b></p> <p><b><i>Key Accountability and Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Undertake estimates in accordance with company procedures.</li> <li>• Lead team of estimators for larger tenders, mentoring and developing junior estimators.</li> <li>• Identify opportunity and risk during tender process.</li> <li>• Co-ordination of external and internal inputs for tender preparation.</li> <li>• Liaise with business unit to agree methodology and principles.</li> <li>• Maintain register of key assumptions within estimate.</li> <li>• Maintain tender estimate file.</li> <li>• Provide indicative pricing support for business development.</li> <li>• Provide sales support as required.</li> <li>• Meeting tender deadlines.</li> <li>• Production of tender documents and completion of clients' documentation for submittal.</li> <li>• Upkeep of costs, estimating and pricing information necessary for the preparation of tenders.</li> <li>• Present basis of estimate and key assumptions.</li> <li>• Prepare estimating "adjudication pack"</li> <li>• Maintain notes of adjudication meetings.</li> <li>• Close out actions and monitor customer negotiations, seeking amended authority as required.</li> <li>• On successful award, summarising overall bid and handing over to Projects, including continuing involvement as necessary during contract execution.</li> <li>• Prepare estimating "handover packs"</li> <li>• Maintain notes of handover meeting.</li> <li>• Provide on-going support to site teams relating to estimate and key assumptions.</li> <li>• Obtain feedback from site teams on estimating adequacy and current costs.</li> <li>• To comply with all Health and Safety responsibilities commensurate with the role, as outlined in the Health and Safety policy.</li> <li>• Any other duties commensurate with the position as may be assigned from time to time.</li> </ul>	
<p><b><i>Collaborative Working</i></b></p> <ul style="list-style-type: none"> <li>• Liaison with tender Bid Manager &amp; Planner.</li> <li>• Liaison with and support to project and site teams relating to estimate and key assumptions</li> </ul>	
<p><b>Key measures &amp; targets</b></p> <ul style="list-style-type: none"> <li>• Winning work to meet the Company's objectives.</li> <li>• Quality of tenders submitted</li> <li>• Accuracy of cost estimates</li> <li>• Meeting of tender deadlines</li> </ul>	<p><b>Key relationships</b></p> <ul style="list-style-type: none"> <li>• Developing a coherent and consistent tender submission with the use of key estimating assumptions.</li> </ul>

<ul style="list-style-type: none"> <li>• Quality of sales support</li> <li>• Communication</li> <li>• Degree of creativity/innovation</li> <li>• Team working</li> </ul>	<ul style="list-style-type: none"> <li>• Developing a tender win strategy alongside the business unit teams and issuing handover documents following the contract award.</li> <li>• Providing temporary works support for tenders and for the design element of design and construct tenders.</li> </ul>
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### Person specification

Criteria	Requirement	Essential/Desirable
Knowledge and experience	<ul style="list-style-type: none"> <li>• Engineering or commercial background.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Experience in water and civils are a must; knowledge of waste, rail, or the tunnelling sector would also be advantageous.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Proven track record working on tenders ranging up to 50m</li> </ul>	Desirable
Skills/Qualifications	<ul style="list-style-type: none"> <li>• HNC or above (or equivalent qualification) in a relevant engineering discipline</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Numerate and familiar with estimating software and Microsoft Excel.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Chartered, incorporated status or similar</li> </ul>	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>• Confident dealing with customers at a senior level.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to ensure all tender submissions are both feasible and profitable.</li> </ul>	Essential

**How to apply please send your details to:**  
careers@barhale.co.uk

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.