

Job Description

Post Title: Senior Estimator EE340

Evaluation: 658 Points

Grade: N10

Responsible to: Estimating & Surveying Manager

Responsible for: N/A

Job Purpose: Provide estimating expertise to Repairs & Construction Services and contribute to the development of the Service's contractual obligations.

- 1 Provide an estimating service to ensure the workload of the operational units is fulfilled, supply market intelligence that allows a competitive bidding strategy for Repairs & Construction Services and conduct re-evaluations of the term contract schedule of rates and development of new schedules to suit other maintenance and minor works contracts.
- 2 Provide input and advice to the strategic planning and development of the service, aiding in identifying new internal and external business opportunities for sustainable growth of Repairs & Construction Services.
- 3 Manage contractual requirements in order to provide support to the operational teams in delivering and tendering for R&M and construction contracts.
- 4 Organise the supply chain management of Repairs & Construction Services including development of value for money principals and best practice within the supply chain.
- 5 Manage subcontract arrangements from invitation to tender through final account and completion.
- 6 Manage the production of performance information linked to the relevant KPI's and MWP's.
- 7 Oversee staff allocated on a project basis through day to day allocation of work along with coaching and mentoring of other team members in estimating matters.
- 8 Maintain an early warning and compensation event register for the network function and all works carried out by the Term maintenance and Construction Contracts to ensure prudent financial management of all schemes.
- 9 Interpret, advise and inform on the business planning processes regarding the impact of legislative changes to ensure Repairs & Construction Services' compliance.
- 10 On behalf of the Estimating & Surveying Manager, monitor the term maintenance and construction budgets to ensure the service and financial objectives are met.
- 11 Develop new partnership arrangements and maintain effective relationships with the City Council, local communities, sub contractors and suppliers.

- 12 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.