

## **JOB DESCRIPTION**

### **Estimator**

As Estimator you will be responsible for preparing and winning, profitable work.

In this role you will be responsible to the Managing Estimator.

### **Our Core Values**

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### **Integrity**

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability do our job well, being accountable for our own actions and therefore being part of a successful team.



#### **Pride & passion**

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### **Quality**

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### **Innovation**

New methods of working which drives efficient behaviours and Continuous Improvement.

## **Key Responsibilities**

- Acting as the principal point of contact between Meldrum and the Clients' professional team throughout the tendering process.
- Establishing and communicating to the bid team the requirements of each tender.
- Liaising with internal and external designers to produce a design sufficiently advanced for pricing.
- Taking – off quantities from a set of tender drawings.
- Building - up rates for items in a Bill of Quantities using Meldrum labour, plant and materials.
- Assembling and issuing supply chain enquiries.
- Input into tender stage planning.
- Bringing innovation and value engineering to tenders.
- Liaising with other team members involved in tender preparation to ensure that the suite of tender documents submitted meets or exceeds the Client's requirements.
- Presenting the tender to the Company Directors for approval to submit.
- Producing final tender documents and submitting to the client.
- Undertaking detailed tender management.
- Working within the Bid team throughout the entire bidding process to enable the Company to secure design and build projects.
- Supporting the development and implementation of the appropriate digital toolsets to execute cost take-off and other estimating activities, such as 5D cost planning.
- Attending or carrying out periodic Tender Health Checks and formal risk reviews to ensure that the identified risks are mitigated as far as possible in tender submissions.



- Ensuring that cost planning and estimating are accurate and reflect the project requirements and risk profile.
- Participating in post-tender negotiations with the Client and their professional team.
- Ensuring detailed handovers are made to the delivery team (including commercial team), as per IP 06, for successful tenders.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of the Group, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP05
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.



**PERSON SPECIFICATION**  
**Estimator**

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant qualification to the construction industry (HNC, HND, Degree)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience/ Skills</b>	<ul style="list-style-type: none"> <li>• Analysis of tender documents/contract terms and conditions</li> <li>• BIM-enabled design</li> <li>• Costing/developing whole life cycle costs</li> <li>• Developing sub-contract terms and conditions</li> <li>• Developing a value proposition (cost, durability, low carbon, aesthetic)</li> <li>• Developing tenders</li> <li>• Obtaining prices and dealing with variations</li> <li>• Planning</li> <li>• Producing product/service specifications</li> <li>• Reading technical drawings</li> <li>• Risk assessment</li> <li>• Accuracy</li> <li>• Attention to detail</li> <li>• Business case for offsite</li> <li>• Commercial awareness</li> <li>• Effective and on-going communication</li> <li>• Problem-solving</li> <li>• Team-working</li> <li>• Working to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within the construction industry</li> </ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"> <li>• Appreciation of how buildings are constructed</li> <li>• Contract law</li> <li>• Current and emerging technologies</li> <li>• IT tools</li> <li>• Lean methodologies</li> <li>• Quality assurance</li> <li>• Typical associate costs</li> <li>• Understanding of full range of materials and products used (Weights, volumes, dimensions etc.)</li> <li>• Waste management</li> </ul>	

Signed:.....  
 Director

Date:.....

Signed:.....  
 Employee

Date:.....