

Job/Role Name Estimator

Reports to Job Name Head of Business Development & Estimating **J a y n e Hornsby** Jayne.hornsby@land-water.co.uk

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Role Definition

Part of the Estimating Team tasked with meeting work acquisition targets set by Land & Water Services.

Preparation and ownership of tender submissions, budget quotations and Early Contractor Information including all aspects of bid preparation including pricing and quality submission.

Work collaboratively with other estimators and project delivery teams to produce the best possible proposals to 'win' project opportunities to meet client needs, whilst seeking to find alternative and sustainable solutions that maximise environmental benefit and utilise Land & Water's specialist equipment.

Working to deliver the estimating service to Land & Water Services and develop skills in wet, civil engineering estimating to strengthen the team and beyond.

Purpose of Role

Work collaboratively within the Estimating Team to win turnover to meet annual business targets.

1. Management of Estimating requirements as necessary to meet annual acquisition turnover targets. Including
 - a. Tender review and evaluation
 - b. Site visit and value engineering & alternative identification
 - c. Tender completion – pricing and quality
 - d. Tender settlement and submission in line with Ops Bid Manager and company strategy.
2. Client Management & relationship development
3. Liaise with expertise and experience around the business.

Other – to be discussed and agreed

- Follow up contracts post awards to assess and learn risk/opportunity to improve tender submissions.
- Prepare and update Project Risk & Opportunity forms for all awarded projects.

DUTIES & RESPONSIBILITIES

1. Client Management

- Client Management – create and maintain open communication with current clients and assist them in order to develop their project to construction phase as necessary
- Gain all necessary information to understand objectives and meet client expectations
- Develop client relationships to increase their perception that LAWS can offer an environmentally friendly solution to suit their budget and 'win' tender bids

- Develop the tender through the clients' tender process
- Promote 'out of the box' thinking to our clients for alternative bids to suit the client's requirements
- Work collaboratively with the estimating and operations teams and others to assess and deal with client enquiries in an efficient and effective manner.
- Maximise 'group' use and inclusion in project proposals
- Consider environmental impact and sustainability within tenders
- Ensure LAWS environmental innovations are promoted to our clients
- Consider the Ethos of our clients and customers and align them to LAWS
- Promote the ethos and image of Land and Water Services at all times
- Promote the value of LAWS environmental innovations and solutions to new and existing clients

2. Identify project outcomes through performing site visits

- Undertake site Visits to ensure full understanding of expected project outcomes
- Ensure key issues and risks are identified as well as opportunities are evaluated/investigated
- Reduce travel and emissions wherever possible when carrying out site visits

3. Tender completion, pricing and timely submission

- Develop tender strategy with Operations lead (CM/PM/MD) and other stakeholders.
- Timely completion, pricing and submission of LAWS tenders or budget prices and proposals to meet clients' requirements.
- Review and Settle final submission with Operations lead.
- Produce handover files to the delivery team.
- Preparation of accurate take offs for tenders.
- Keeping abreast of current market rates for pricing works.
- Preparation of quality documentation in line with current industry guidelines and certification to meet tender requirements.
- Ownership and management of entire tender/budget completion and submission to include all documentation and to the client specified recommendation/instruction of the operational Lead.
- Liaise and consult with experienced members of staff and knowledge holders around the business to identify the best methodologies to meet most profitable outcome whilst meeting Client's identified outcomes.
- Prioritise your workload to meet all deadlines for tender submissions and programme your workload.
- Appreciate environmental legislation and follow this through in tender pricing and methodology.
- Identify and allow for Health & Safety and Working Time Directive requirements of all tidal projects.
- Understand the tidal cycle relevant to the tendered project and the effect on outputs where applicable.

4. Other

- Take advice and instruction from experienced Estimators and other members of staff to develop knowledge and skills as an Estimator to promote successful tendering for Land & Water.
- Stay abreast of current market forces and competition and share knowledge.
- Obtain a knowledge of LAWS floating and land based plant and equipment and appreciate their uses in tender submissions to offer value to clients and an advantage over competition.
- Be familiar with LAWS Group assets and the value they can offer to our clients.
- Appreciate industry trends for water related construction and dredging.

- Be aware of current and future legislation and the value LAWS can offer working with-in environmental restraints.
- Appreciation of various forms of contract and their implication on pricing.

All the above tasks to be performed taking into consideration the three pillars of sustainability, People, Plant and Profit

Direct Reports (not exclusively)

N/A

Critical role interfaces (not exclusively)

Head of Estimating, Estimators, MD, Head of Operations, Technical Manager, Contracts Managers, Project Managers, Site Managers, Commercial Managers, Procurement Manager and Estimating Coordinator. Client.