CentralGroup
ROOFING & BUILDING SOLUTIONS

JOB DESCRIPTION & PERSONAL SPECIFICATION

JOB TITLE: Estimator

RESPONSIBLE TO: Branch Director

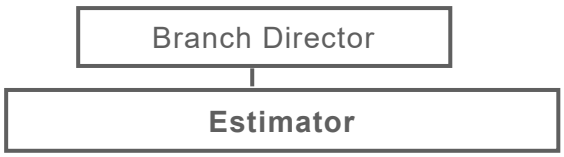
DIVISION: Group

LOCATION: Manchester Office with the need to travel to site

HOURS OF WORK: 39 hours per week (Monday to Thursday – 8.00 a.m. to 5 p.m. and Friday 8.00 a.m. to 4.00 p.m. with 1-hour unpaid lunch)

POSITION SUMMARY: The role is a versatile role with responsibility for surveying & estimating, The post holder will have a full understanding of the financial management of the contract from understanding the costs of the project and management of these to fulfil the business's Gross and Net Margin requirements and the overall management of the valuation.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Achieving Results
- Analytical Thinking
- Business Development
- Building Relationships
- Planning & Organising
- Leadership
- Technical Expertise
- Project and Change Management

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

- Attend site meetings as required
- Analysis of tender documentation, to include drawings and technical documents to prepare estimates.
- Consulting with subcontractors and suppliers to discuss estimates and resolve issues and enquiries.
- Communicating with potential customers, colleagues and suppliers to arrange site visits and site measures.
- Travelling to job sites to gather information on materials needed, labour requirements, and other factors.
- Identifying and quantifying cost factors, such as production time and raw material, equipment, and labour expenses.
- Analyse quotes from sub-contractors and suppliers to ensure pricing requirements are fulfilled.
- Submission of tenders and quotations.
- Handing over successful projects to the construction team in a clear and concise manner.
- Obtaining quotes from third parties, scaffolders, builders, M&E
- Providing Programmes of Work
- Pricing of all VOs
- Updating accounts as and when VOs are instructed

- Providing assistance to Procurement and help with any queries
- Produce information for all PQQs and send these on to client
- Periodical presentation of department position during Planning Meetings
- You will be required as part of your role to be in the office a minimum of 2 days per week as well as undertaking site visits.

QUALIFICATION/EXPERIENCE:

- Experience in managing projects in a similar industry.
- Good working knowledge of surveying, estimating and contract conditions, regulations, program and risk management, and cost control.
- A full UK Driving License.
- Previous experience in surveying and estimating.
- Ability to prioritise work to ensure tasks are completed within time constraints.
- IT proficient
- The following qualifications/certificates are required but not essential as Central Group can provide this training: SMSTS, CSCS Card, 1st Aid at Work, Working at height, Hot Works, CISRS Scaffold Inspection, FASET Netting Inspection, and Asbestos Awareness.

PERSONAL ATTRIBUTES:

- Able to work at height.
- Ability to organise workload effectively for the purpose of meeting deadlines.
- Able to demonstrate flexibility/versatility combined with initiative, drive, and ability to meet targets.
- Strong interpersonal skills and the ability to deal with a wide variety of contacts.
- Able to work autonomously and flexibly, responding to business needs.

HEALTH & SAFETY:

All employees have the duty to ensure the health, safety, and welfare of themselves, others, and the environment, including ensuring:

- setting the highest possible standards of leadership in promoting H&S procedures and best practices
- health & safety requirements and procedures are strictly enforced and adhered to
  both physical limitations and mental health issues are reported and dealt with appropriately
- the H&S Manager is informed of any accidents or near misses on site or any other H&S matters that the whole business can learn from
- you participate in training and development activities as appropriate and assist the safety team to ensure you are skilled, knowledgeable, and experienced to perform the tasks set
- you follow company policies and procedures and report any deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment.

EQUALITY & DIVERSITY:

You will conduct yourself in a manner which demonstrates ‘equality’ in the workplace, including:

- respecting peers and valuing people as individuals
- ensuring the workplace is free from discrimination
- respecting choice and everyone’s right to have their own beliefs
- showing appreciation of ‘diversity’ through the added value of individual differences and various experiences.

SUSTAINABILITY AND ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG):

Central Group has established a bespoke Carbon Reduction Plan to publicly commit to achieving Net Zero Carbon emissions by 2050. Central Group is actively pursuing its wider ESG issues to

maintain a long-lasting sustainable business. The long-term commitment of our internal stakeholders is crucial in ensuring our sustainability and ESG success:

- Commitment and adherence to the Central Group Carbon Reduction Plan and target of Net Zero carbon emissions by 2050 is fundamental.
- Actively contribute to our current and future sustainability goals by incorporating ESG and carbon reduction considerations into your daily tasks and decision-making processes.
- Communicate potential carbon reduction and/or ESG initiatives that could assist Central Group achieve their future Net Zero carbon emissions and ESG targets.
- Fostering environmentally responsible practices, promoting social equity and diversity, and maintaining high standards of corporate governance.
- Committed to upholding Central Groups ESG commitments is paramount.

OTHER:

- Central Group may amend this job description in whole or part at any time.
- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.

ACKNOWLEDGEMENT:

I confirm that I have read, understood and accept the content of this Job Description:

SIGNATURE: _____ **DATE:** _____