

Estimating Manager

Reports To: Pre-Construction Manager

Reportees: Technical Estimators

Job Purpose

To ensure that high quality and accurate bids are submitted for Levolux's products and services in line with the customer's time expectations.

Key Roles and Responsibilities

- Manage a team of estimators to return high quality, accurate bids in a timely fashion and in accordance with the company's pre-construction process
- Plan workload and allocate resources to fulfil bid submission timelines
- Track progress of estimators in line with the developed workload plan
- Liaise with internal stakeholders to update them on progress and timelines
- Cost, price and write bids for major project opportunities
- Review accuracy of project costings and quality of bid documents.
- Liaise with internal stakeholders as required to verify any cost assumptions.
- Lead the team to continually develop the estimators as individuals and as a team
- Propose and develop estimating solutions to increase the efficiency of the team and/or quality of the bid
- Conduct retrospective reviews of accuracy of bids vs actual costs on secured contracts

N.B. In addition to the main duties and responsibilities of your job, you may be required to carry out additional tasks as can reasonably be expected.

Knowledge, Skills and Experience

- Extensive experience as a Technical Estimator, preferably in an architectural metalwork sub-contractor environment.
- A degree qualification in a numerate subject would be beneficial, but not essential.
- Strong working knowledge of Microsoft Office products, notably Excel and Word.
- Prior use of Bluebeam would be advantageous.
- Self-motivated with the determination to achieve results.
- Excellent levels of numeracy & literacy.
- Technically literate in architectural metalwork matters.
- Proven ability to manage timely submission of bids to clients.
- Well-developed interpersonal skills to lead a team and communicate across the business.
- Previous experience of managing and developing a team is preferred.

Key Competencies

The following key competencies are required for the job role:

1. Empathy – Connect with customers and colleagues through:

Competency	Definition of Competency	Manage self and Lead others
Research and analyse client needs.	Demonstrates an understanding of the client's needs by gathering information on client's requirements, resources, and challenges.	<ul style="list-style-type: none"> - Ability to coach team to ensure that the team fully understands client's needs. - Will engage with clients to obtain information and evaluate client's needs.
Assess Levolux Capability	Ability to work collaboratively with colleagues to overcome challenges	<ul style="list-style-type: none"> - Maintain, enhance and promote positive collaborative working across functions; through demonstrating integrity. - Identify and address additional needs.
Giving support/Teamwork	Appreciation of others and how they may be feeling, works well in a team and understands the differences individuals bring to a team.	<ul style="list-style-type: none"> - Has full appreciation for others within the team and how individuals may feel. - Provides day to day support as required. - Ability to work across team boundaries and support the wider team.

2. Logical – Create robust solutions with credibility:

Competency	Definition of Competency	Manage self and Lead others
Problem solving	Analyses and evaluates all information, understands cause and effect, identifies appropriate solutions; establishes key facts and numerical data effectively.	<ul style="list-style-type: none"> - Fully recognises cause and effect of problems, will analyse and evaluate all information and data accordingly. - Proactively seeks improvement from problems and lessons learnt. - Identifies problems solving initiatives that demonstrate clear and transparent decision making.
Knowledge of Working environment	Working knowledge of market, industry and other external factors and trends which will impact the business.	<ul style="list-style-type: none"> - Understands how the business responds to different trends which impact business performance. - Ability to review and link different issues to identify underlying causes.
Planning & Organising	Ability to prioritise, plan and organise time and resources effectively, with a clear understanding of impact on client and Levolux needs.	<ul style="list-style-type: none"> - Actively manages workload with planning and prioritisation of work. - Will have full oversight of the team's workload and readjust accordingly as required.

3. Authentic – Collaborate to meet and exceed customer expectations:

Competency	Definition of Competency	Manage self and Lead others
Ownership & Accountability	Understands the value created to Levolux by what, how and when we own the task at hand, ensuring we take responsibility for our actions.	<ul style="list-style-type: none"> - Ability to provide clear end results to the team and following through on actions as required. - Understands actions impact team achieve goals
Communication	Explains items clearly, challenges effectively and can convince others to their point of view.	<ul style="list-style-type: none"> - Ability to communicate to a wide variety of audiences, using a variety of communication techniques i.e., persuasion, assertion and negotiation. - Be able to provide a concise explanation of way of thinking and bring others around to same thought process. - Encourage the sharing of ideas and best practices to ensure understanding and achieve best possible outcomes.
People Management	Develops, coaches and mentors' others to improve performance; actively seeks ways of growing others.	<ul style="list-style-type: none"> - Ability to challenge areas of development, provide constructive feedback and seek improvement measures to ensure individuals work to acceptable standards. - Proactively shares knowledge, expertise.