

Job Description

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| Post title | Estimating Manager |
| JE Reference No | N7785 |
| Grade | Grade 12 |
| Service | Neighbourhoods & Climate Change |
| Service Area | Highways |
| Reporting to | Commercial Group Manager within Highway Services |
| Location | Your normal place of work will be Meadowfield, but you may be required to work at any Council workplace within County Durham. |

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| DBS | This post is not subject to a disclosure. |
| Flexitime | This post is eligible for flexitime. |
| Politically restricted | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

Description of role

Highways at Durham County Council are responsible for the maintenance of the Highway Infrastructure across County Durham, including approximately 3,800km of carriageway, 500 road bridges and 80,000 streetlights.

An exciting opportunity for an enthusiastic Team Leader has arisen to join the Commercial Group Team within Highway Services. You will be responsible for managing a small team of Estimators to deliver commercial and contractual support services to across the Service.

The postholder will be responsible for coordination of operational tender preparations, valuations, post completion procedures and reviews, including:

- preparation and submission of estimates for highway, street lighting and countryside works for both internal and external clients
- the completion of final valuations and monthly work in progress reviews
- preparing documentation for obtaining material and sub-contractor pricing enquiries
- opportunities to manage various NEC forms of Contract

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To be responsible for the preparation and submission of civil engineering works estimates for both internal and external clients.
- To lead in the completion of final valuations and internal monthly financial reviews.
- To work closely with the Commercial Group Manager and other Managers within the service to identify and analyse problems and to develop and implement solutions.
- To prepare documentation for obtaining material and sub-contractor enquiries for pricing purposes to meet all operational requirements.
- To assist in the completion of pre-qualification and tender submission quality questionnaires and supplier quality questionnaires.
- To be aware of new construction materials, methods of construction and procedures with a view to championing innovation within the service.
- To liaise effectively with other County Council Services and relevant outside bodies.
- To develop and monitor procedures and systems to ensure both the operational and commercial success of the Service.
- To liaise with operational management in pre-start, progress and post-completion procedures.
- To manage the development of the skills of staff and to ensure the full execution of duties by all members of staff reporting to the post holder.

General

- To carry out such other duties which may be allocated from time to time and which are commensurate with the grading of the post.

The above list is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Commercial Group Manager.

Organisational responsibilities

- **Values and behaviours**
To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.
- **Smarter working, transformation and design principles**
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

- **Communication**
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.
- **Health, Safety and Wellbeing**
To take responsibility for health, safety and wellbeing in accordance with the council's Health and Safety policy and procedures.
- **Equality and diversity**
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
- **Confidentiality**
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.
- **Climate Change**
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
- **Performance management**
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.
- **Quality assurance (for applicable posts)**
To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.
- **Management and leadership (for applicable posts)**
To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.
- **Financial management (for applicable posts)**
To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • Educated to Degree level or equivalent in an appropriate discipline or able to demonstrate the essential criteria detailed below | <ul style="list-style-type: none"> • Membership of an appropriate professional body • Appropriate management qualification • Evidence of CPD |
| Experience | <ul style="list-style-type: none"> • Experience of working in a construction environment • Estimating experience within a contracting environment • Experience of computerised estimating software packages • Experience in the preparation of pricing of tenders including the preparation of quality submissions • Experience of the construction / maintenance of highways related works | <ul style="list-style-type: none"> • Experience of Quality Management Systems (ISO 90001 or similar) • Managing a section with diverse range of disciplines • Experience in the application of appropriate personnel policies and procedures |
| Skills & Knowledge | <ul style="list-style-type: none"> • Sound commercial awareness • A knowledge of contract documentation & quality submissions • Knowledge of Estimating processes • Evidence of successful problem solving • Good organisational skills • Ability to manage resources to ensure continuous improvement in service delivery. • Understanding of quality management systems • Ability to undertake appropriate financial control and process claims to final • Ability to present information verbally and in writing to a variety of audiences • Competent IT skills. | <ul style="list-style-type: none"> • Involvement in Investors in People. • Ability to consult and negotiate with Trade Unions • Knowledge of best value legislation and processes • Knowledge of Design Processes • Working knowledge of Health & Safety regulations • Understanding the role of performance management in service delivery |
| Personal Qualities | <ul style="list-style-type: none"> • Self motivated • Innovative and creative thinker. • Good communicator. • Ability to motivate and support staff. • Ability to work under pressure and to tight deadlines. | |

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| Special Requirements | <ul style="list-style-type: none">• Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)• May be required to work outside of normal office hours | |
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