

SENIOR ESTIMATOR ROLES AND RESPONSIBILITIES

Reporting to: Pre-Construction Director

Role Purpose

The Senior Estimator is responsible for preparing accurate, competitive and commercially robust tenders for piling, foundations and specialist civil engineering projects.

The role manages the estimating process from initial enquiry through to tender submission, clarification and handover. It ensures that pricing reflects the correct scope, methodology, programme, labour, plant, materials, subcontract requirements, risk and commercial assumptions.

The Senior Estimator will work closely with the Pre-Construction Director, Divisional Directors, Commercial Manager, Design, Plant and operational teams to ensure that tenders are technically deliverable, properly risk-assessed and aligned with Franki Group UK's operational capability and margin expectations.

KEY RESPONSIBILITIES

Tender Preparation and Pricing

- Prepare detailed estimates for labour, plant, materials, subcontractors, transport, overheads and risk.
- Review tender documents, specifications, drawings, schedules and client requirements.
- Develop accurate tender build-ups using current rates, production assumptions and market information.
- Ensure estimates reflect the proposed construction methodology, programme and site constraints.
- Prepare tender summaries, pricing schedules, qualifications, exclusions and assumptions.
- Complete tenders within agreed deadlines and to the required quality standard.
- Maintain clear and auditable estimating records.

Technical and Buildability Review

- Review the technical feasibility and buildability of proposed works.
- Work with Design, Engineering, Operations and Plant teams to develop practical solutions.
- Assess ground conditions, access, logistics, working space, sequencing and programme constraints.
- Identify alternative methods, value-engineering opportunities and cost-saving solutions.
- Challenge unrealistic design, productivity or delivery assumptions.
- Ensure proposed methods comply with technical standards and client requirements.
- Escalate significant technical or operational concerns before tender submission.

Cost Planning and Rate Development

- Maintain accurate labour, plant, material and subcontractor rates.

- Review historical project performance and actual cost information to improve future estimates.
- Use COINS and other approved systems to support cost analysis and benchmarking.
- Compare estimated allowances with actual project outcomes and CVR data.
- Identify pricing trends, inflation risks and market changes.
- Maintain standard pricing models and estimating templates.
- Ensure cost assumptions are current, evidence-based and consistently applied.

Commercial and Risk Assessment

- Identify commercial, contractual, technical and programme risks at tender stage.
- Ensure risks are appropriately priced, qualified, mitigated or escalated.
- Review contract conditions with the Commercial Manager.
- Prepare clear assumptions, exclusions and qualifications.
- Identify potential liabilities, liquidated damages, bonds, warranties and insurance requirements.
- Support tender adjudication and approval processes.
- Ensure the proposed margin reflects the level of risk and complexity.
- Avoid unsupported or unapproved commercial commitments.

Tender Enquiries and Supply Chain Pricing

- Prepare clear enquiries for suppliers and subcontractors.
- Obtain competitive and comparable quotations.
- Review quotations for scope, exclusions, compliance and commercial risk.
- Clarify pricing gaps and ensure all required elements are included.
- Maintain effective relationships with key suppliers and specialist subcontractors.
- Identify long-lead items and market capacity constraints.
- Recommend appropriate supplier or subcontractor allowances.
- Maintain accurate records of quotations and tender correspondence.

Tender Reviews and Adjudication

- Prepare tender review and adjudication information.
- Present the estimate, methodology, key assumptions, risk and proposed margin.
- Explain significant cost allowances and pricing decisions.
- Respond to commercial, operational and technical challenge.
- Incorporate approved changes following adjudication.
- Ensure final tender submissions reflect authorised positions.
- Maintain records of approvals, amendments and final tender decisions.

Client Clarifications and Negotiations

- Support tender interviews, presentations and clarification meetings.
- Respond to client queries accurately and promptly.
- Prepare revised pricing and technical submissions where required.
- Maintain control of all post-tender changes and assumptions.
- Support negotiations while protecting margin and risk position.
- Ensure commitments made during clarification are authorised and documented.
- Provide the Pre-Construction Director with updates on tender status and client feedback.

Project Handover

- Support a structured handover to Operations and Commercial following contract award.
- Explain the tender methodology, programme, pricing assumptions and resource requirements.
- Provide full details of quotations, rates, risks, exclusions, qualifications and commitments.
- Highlight unresolved issues and significant commercial or operational risks.
- Ensure the project team understands the basis of the estimate.
- Support early project reviews where estimating input is required.
- Capture feedback from delivery teams and apply lessons learned to future tenders.

Estimating Governance and Reporting

- Maintain accurate tender registers and workload trackers.
- Provide regular updates on tender progress, value, risk and submission deadlines.
- Comply with delegated authority, tender approval and document-control processes.
- Ensure estimating files are complete, consistent and auditable.
- Support internal and external audits.
- Protect confidential pricing, client and commercial information.
- Escalate material risks, errors or potential losses promptly.
- Ensure all estimating activity follows Company policies and governance requirements.

Team Support and Development

- Provide technical and estimating guidance to estimators and junior team members.
- Review the quality and accuracy of estimates prepared by others.
- Support training, coaching and professional development.
- Share pricing knowledge, market information and lessons learned.
- Help maintain consistent estimating standards across the team.
- Address quality or performance concerns promptly.
- Support succession planning and development within the pre-construction function.
- Contribute to PDRs and development plans where required.

Continuous Improvement

- Review tender outcomes and identify reasons for success or failure.
- Compare tender allowances with actual project performance.
- Use CVR, COINS and operational data to improve estimating accuracy.
- Identify recurring pricing gaps, risk omissions and weak assumptions.
- Improve templates, rates, databases and estimating processes.
- Share lessons learned across Estimating, Operations and Commercial.
- Promote more efficient use of digital estimating systems.
- Measure whether improvements have increased accuracy, competitiveness or margin protection.

BEHAVIOURAL COMPETENCIES

Leadership and Accountability

- Takes ownership of estimates and drives submissions to completion.
- Maintains high standards of accuracy and attention to detail.
- Escalates risks, gaps and unrealistic assumptions early.
- Makes evidence-based pricing decisions.
- Acts with integrity and protects the interests of Franki Group UK.

Strategic and Commercial Thinking

- Understands how pricing decisions affect margin, risk and project delivery.
- Balances competitiveness with commercial protection.
- Considers market conditions, operational capability and strategic fit.
- Uses reliable cost and project data to support decisions.
- Identifies opportunities to improve value and tender positioning.

Delivering Results

- Produces accurate and complete tenders within agreed deadlines.
- Prioritises effectively across competing opportunities.
- Maintains control of changes, clarifications and final submissions.
- Resolves pricing and scope gaps promptly.
- Delivers clear and practical project handovers.

Building Relationships and Collaboration

- Works effectively with Pre-Construction, Operations, Commercial, Design, Plant and Finance.
- Builds professional relationships with clients, suppliers and subcontractors.
- Communicates assumptions and risks clearly.
- Challenges constructively and accepts appropriate challenge.
- Avoids working in isolation and seeks input where required.

Developing People

- Shares knowledge and provides practical guidance.
- Supports the development of junior estimators.
- Gives clear and constructive feedback.
- Promotes consistent standards and good estimating practice.
- Encourages team members to raise concerns and alternative solutions.

Continuous Improvement

- Reviews estimating performance and applies lessons learned.
- Uses project data to improve future pricing.
- Challenges outdated rates and inefficient processes.
- Improves templates, systems and cost information.
- Measures whether changes have improved accuracy and commercial outcomes.

PERFORMANCE AND BONUS MEASURES**Tender Quality and Accuracy – 30%**

Measured against:

- accuracy and completeness of estimates;
- quality of labour, plant, material and subcontract build-ups;
- clarity of assumptions, exclusions and qualifications;
- reduction in pricing errors and omissions;
- comparison of estimate against actual project performance; and
- quality of tender records and audit trail.

Tender Delivery and Business Contribution – 25%

Measured against:

- tenders completed within agreed deadlines;

- contribution to secured revenue and margin;
- achievement of agreed tender and win-rate objectives;
- quality of tender strategy and client response;
- management of post-tender clarifications; and
- support for strategic business opportunities.

Commercial and Risk Management – 20%

Measured against:

- quality of risk identification and pricing;
- appropriateness of margin and contingency allowances;
- identification of contractual and technical exposure;
- quality of supplier and subcontractor comparisons;
- reduction in unidentified post-award cost; and
- compliance with tender adjudication and approval requirements.

Operational Readiness and Handover – 10%

Measured against:

- quality and completeness of tender handovers;
- accuracy of programme, productivity and resource assumptions;
- feedback from Operations, Commercial and Design teams;
- reduction in post-award surprises;
- quality of lessons learned; and
- application of project feedback to future tenders.

Behavioural Competencies – 15%

Measured against:

- accountability;
- commercial judgement;
- collaboration;
- communication;
- accuracy and attention to detail;
- development of others;
- integrity; and
- continuous improvement.

A serious failure in conduct, integrity, tender governance, pricing accuracy or commercial control may reduce or remove the behavioural element and may affect the overall bonus outcome, regardless of tender volume or win rate.

BONUS GOVERNANCE

Any bonus should remain non-contractual and discretionary. Assessment should take account of individual performance, agreed objectives, behavioural contribution, business performance, profitability, affordability, cash flow and the Group's overall financial position.

ESSENTIAL EXPERIENCE AND CAPABILITY

The successful candidate should have:

- substantial estimating experience within piling, foundations, civil engineering, construction or a related specialist sector;
- experience preparing detailed estimates for technically complex projects;
- strong understanding of labour, plant, material and subcontract pricing;
- experience reviewing drawings, specifications and contract documents;

- good knowledge of construction methodology, programme and productivity;
- strong commercial awareness and understanding of tender risk;
- experience obtaining and analysing supplier and subcontractor quotations;
- strong numerical, analytical and problem-solving skills;
- the ability to manage multiple tenders and competing deadlines;
- strong written and verbal communication skills; and
- experience using estimating software, COINS or a comparable construction cost system.

DESIRABLE

- Degree, HNC, HND or equivalent qualification in civil engineering, quantity surveying, construction management or a related discipline.
- Experience in piling, foundations or geotechnical engineering.
- Membership of a relevant professional body.
- Knowledge of NEC, JCT or other standard construction contracts.
- Experience mentoring or reviewing the work of junior estimators.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	