

JOB DESCRIPTION

Job Title:	Estimator
Reports to:	Divisional Head of Commercial
Accountable to:	Divisional Head of Commercial
Job Purpose:	Preparation of cost estimates for Land Appraisals including monitoring cost changes on all live appraisals and updating cost reports for Land Department. Preparation of development budget estimates and reporting cost movements from Appraisal to Budget Estimate Summary (BES) encompassing cost engineering works.

Responsible for:

Staff: *As appropriate - Commercial Clerk(s)*

Scope: The Surveying Department in a Homes Division is responsible for monitoring and controlling expenditure on all the company's developments by controlling the "cost of sales", as well as ensuring that all Group Commercial policies and procedures are adhered to within the company.

The job holder is responsible for assisting the Head of Commercial in preparing cost reports for all land bids and producing site budget estimates for all new developments ensuring the company is cost efficient.

Key Responsibilities

This job role has core responsibilities, which are shown below. In addition, depending on the structure of the Commercial Department in the Operating Division, *the responsibilities shown in italics may also be applicable.*

1. Land Appraisal

- Maintain and update all "Live" Land Appraisals.
- Production of Commercial Report for inclusion in Land Appraisal.
- Prepare and handover completed pre-commencement procurement pack.
- Prepare abnormal reports for Land Appraisal, include and appraise all latest prelim defaults.
- *Ensure all Build Costs are current and correctly appraised.*
- *Appraise different methods of construction. Consider different forms of contract/approach to non-standard works.*

2. Estimating

- Responsible for updating the Prelim and Sitework rates.
- Ensure a regional cost library is established and maintained including all elements of prelims, siteworks and land abnormal.
- Report all cost movement due to inflation/planning requirements, etc up to commencement of work on site.
- *Prepare the house type schedule including all the required quantities for both the surveying and buying departments.*

3. Budget Estimates

- Compile sub-contract orders and issue to surveyors for approval.
- Carry out overview checks on Budget Estimates on key indicators.
- Discuss prelim levels, both sales and construction, with relevant Directors.
- Prepare and evaluate Fees/Services charges with the Technical Department.

- Compare and analyse tender packages and reporting differences between appraisal and budget.
- Take off quantities for Siteworks Budgets.
- *Agree Budget Estimate with Chief Quantity Surveyor/Quantity Surveyor. Carry out overview checks on key indicators.*

4. **Budgeting and Company Strategic Plan**

- Preparation of Development Budgets and supplementary information for approval by Head of Commercial/MD.
- Production of Appraisals and build expenditure profile for inclusion into the company budget.
- *Involvement in preparation of Strategic Plans, advising on Build Cost Indices/Inflation and providing updated and new appraisals/build expenditure forecasts.*

5. **Health and Safety**

- Ensure all Health and safety information is signed off prior to placing Order.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.

6. **Other**

- Support the Commercial Department with subcontract accounts, accruals and valuations.
- Provide back up for the Purchasing Department/Manager
- Provide cost information for Variations when required.
- Attend sites as required to provide assistance and support to site staff.
- At all times comply with company policies, procedures and instructions.
- *Liaise with Technical department for best practice for setting up sites on the Sales Build Management System (SBMS).*
- *Check and date information on the SBMS including rebates, the use of Group deal products, arranging for the pricing of sales extras/incentives, input and update customer's choices.*
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Colleagues within Operating Division; Divisional Finance Director and Group Services and;

External: Sub-Contractors, Consultants, Local Authorities

Decision Making Authority:

Authority on all cost issues of a "standard" nature. Any major cost issues should be referred to Line Manager.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.