



TITLE: Estimator
BUSINESS GROUP: Infrastructure
BUSINESS DIVISION: Major Projects
DATE: June 2005

PRIMARY ACCOUNTABILITY

Prepare concept, feasibility and detailed estimating functions in relation to Major Projects Division's Major Periodic Maintenance, capital and external projects to provide quality, consistent and financially responsible estimates.

ACCOUNTABILITIES

- Actively promote and implement the organisation's Safety Management System in compliance with the Rail Safety Act to ensure a safe and reliable network.
- Provide detailed budget estimates based on scopes of works provided by Client, Senior Estimator and/or Estimating Manager to deliver a financially responsible estimating service.
- Analyse specifications, plans and related technical data to determine time, cost and labour requirements for projects, tender bids and related commercial contracts.
- Perform site visits and liaise with stakeholders to assess project requirements and facilitate the estimating process, including preliminary resource orders and bill of materials.
- Participate in detailed design teams to ensure estimates are relevant to scopes of work, stakeholders' expectations and are cost effective.
- Assist in inputting and maintaining databases of actual costs/estimates, unit rates, suppliers and sub-contractors, KPI and related data to ensure estimates and costings are based on best value prices, quality and delivery.
- Perform post project reviews to assess project performance and identify improvement opportunities.
- Provide timely and expert advice and assistance to project managers, project supervisors and other key staff on the contract estimating process.
- Comply with the organisation's OHS policy and procedures to actively participate in the achievement of a safe working culture.

- Maintain a current competency in rail safety to ensure understanding and compliance with the Rail Safety Act.
- Actively engage in fair and equitable workplace practices and behaviours to ensure discrimination free workplace in accordance with legislative requirements.
- Implement the organisation's environmental policy and procedures in order to minimise environmental risk.

COMPETENCIES

Building Business Partnerships - Working effectively with internal and external partners such as peers, staff groups (outside the formal line of authority), senior management, and external vendors and suppliers to accomplish organisational goals; using knowledge of internal and external events to anticipate potential problems and to mutually resolve issues.

Commercial Acumen - Taking action to maximise the contribution of own area to the company's profitability and growth. This involves constantly looking for opportunities to improve business performance, managing business operations to maintain competitive advantage, making cost-benefit decisions, using "business savvy" and consideration of organisational constraints and resources.

Communication - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Customer Focus - Making customers and their needs a primary focus of one's actions, developing and sustaining productive customer relationships.

Decision making - Identifying and understanding issues, problems and opportunities, comparing data from different sources to draw conclusions, using effective approaches for choosing a course of action or developing appropriate solutions, taking action that is consistent with available facts, constraints and probable consequences.

Managing Safety - Being aware of conditions that affect employee safety. Ensuring all facets of safety are appropriately managed.

Planning and Organising - Establishing courses of action for self and others to ensure that work is completed efficiently.

Monitor the Safety System - Being aware of issues that effect employee safety in the infrastructure environment, having systems and processes in place to ensure safety systems are constantly monitored for effectiveness.

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Tertiary qualifications in engineering or related discipline or proven experience in providing a diverse range of estimating and cost control services for projects, preferably gained in a heavy industry environment.
- Knowledge of technical standards in preparing estimates and project costings.
- Extensive knowledge of estimating practices and procedures gained from at least 5 - 10 years experience in a construction environment, preferably rail.
- Experience in budget control and project monitoring, preferably gained in a heavy industry environment.
- Practical knowledge of quality management and continuous improvement practices and processes.
- Computer literacy and the capacity to use current PC based software including word processing, spreadsheets, presentations and communications.