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| Role Profile Title: | **Estimator**  | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Estimator (CSA)** |
| Job Family: | **Commercial & Risk** | LAL Level: | **3.1** |
| Position Reports to: | **Pre-Contracts Manager** |
| BU / Project / Dept.: | **PH / PCS** |
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| **LEIGHTON ASIA**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for pre-contract activities for securing new works; providing commercial and technical expertise in pre-contracting phase; ensuring timely completion of tender-related documentation in accordance with pricing, procurement and other tender-related functions in accordance to organizational guidelines with the objective of winning profitable work to sustain the business. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| Within the same function:* Pre-contracts team
* Pre-contracts manager

Outside the function:* Operation Managers / Directors
* Project Directors
* Finance Manager
* Commercial Manager
* Human Resources Manager
* Safety
 | * Clients
* Designers
* Supply Chain
* Specialist Subcontractors
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Degree in Civil Engineering
 | * Total work experience: 5+ years
* Total relevant experience: 5 years of experience in estimation capacity
* Exposure across diverse sections of construction
* Knowledge of construction industry
* Knowledge of legal aspects relevant to contracting
* Planning & time management skills
* Process orientation
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role) |
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| Estimating / Tender Proposal | ***Tasks:**** Assist the pre-contracts department in developing a competitive financial proposal in adherence to approved commercial and design and in accordance to the company’s and client’s requirements
* Liaise with partners for technical and commercial aspects of proposals
* Evaluate and understand tender documents and specific requirements
* Prepare clarification documents to be sent the clients / clinet’s representatives
* Prepare first principles estimate and assess quantities in the preparation of tenders on a timely basis
* Ensure all estimates for tenders are prepared in accordance with LAIO and LCAL standards and comply with Quality Assurance requirements

***Performance Indicators:**** Timely approval of submissions and approvals
* Adherence to company policies and guidelines
 |
| Supplier/sub-contractor Enquiries | ***Tasks:**** Create procurement schedules based on inputs from Construction and Planning departments;
* Prepare sub-contract tender packages based on tender documents and inputs from the Construction, consultants and other support teams;
* Ensure scope of subcontract package works is correctly defined
* Evaluate subcontract returns, being able to identify and report on scope gaps and discrepancies
* Conduct clarification sessions with supply chain and be able to arrive at conclusive decisions for use in the estimate

***Performance Indicators:**** Feedback from supervisor on supplier/sub-contractor management
* Timely procurement and availability of supply chain proposals
 |
| Adherence to HSE requirements | ***Tasks:**** Understand the HSE requirements based on LAIO internal framework, local regulations and contractual obligation; Communicate the same to subordinates and subcontractors
* Report non-compliance issues to the superior; Take corrective action as directed

***Performance Indicators:**** Adherence to company policies and guidelines
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |