

Schedule 1 to Statement of Employment Particulars

KENSA CONTRACTING LIMITED - JOB DESCRIPTION

Job Title: Senior Estimator

Place of Work: Bishops Court Gardens, Bishop Court Lane, Clyst St Mary Exeter EX5 1DH

Line Manager: Commercial Director

Responsible for: Estimating team. Currently a team of 2.

Environment:

Established in 1999 Kensa is the specialist supplier and manufacturer of ground source heat pump systems. Kensa supplies its products and services to a wide range of customers including self-builders, installers, house builders, social landlords and other commercial clients.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

Kensa Contracting Ltd (KCL), part of the Kensa Group, was established in 2012. KCL focus on the deployment of volume Ground Source Heat Pump installations in residential buildings for both new build and social housing retrofit applications, there is also a notable increase in demand for commercial installations (45-800kW).

The Kensa Group operates over two main sites, one in Cornwall and one in Exeter. There are also a number of employees working more remotely across England and Scotland. It is expected that the Exeter office would be the main place of work for this role, but there is some flexibility to allow working from home, where appropriate. Travel to the Truro office and to site/office locations for meetings nationally, may be required from time to time.

Main Purpose of the Job:

To manage the estimating function of KCL providing estimates and quotations for the supply and installation of ground source heat pump systems for both new build and retrofit projects across residential and commercial sectors.

Functional links with: Suppliers, subcontractors, architects, M&E consultants, social housing landlords, developers, construction companies, end-users, customers, distributors, business contacts,

and installers. Co-ordination of handover of information between, estimating, sales, design and project management departments internally.

Duties and Responsibilities.

1. Develop and maintain systems and processes for estimating a range of projects to be delivered by KCL, developing accurate costs and proposals for incoming enquiries.
2. Responding to tenders, developing comprehensive responses to specific tender requirements and contributing to completion of quality submission documents and pricing submissions.
3. Prepare a formal, written monthly report detailing and analysing the estimating department outputs.
4. Managing and motivating the estimating team to balance their workload and helping them to prioritise their responses to incoming enquiries to support the sales team.
5. Analysing departmental workload and resource and making recommendations about capacity and any recruitment needs.
6. In conjunction with senior management and HR recruit additional staff when approved by the board. Including liaison with recruitment agencies, reading of CVs, call to interview, conducting interviews and making employment offers.
7. Assist with maintaining and developing template documents including feasibility, estimates, quotations and design proposals.
8. To engage in initial conversations with clients and internal design meetings, ensuring follow-up actions are taken and full information is recorded.
9. To interrogate drawings showing construction details including floor plans, layouts of heating and hot water infrastructure, site access, proposed heat pump locations and proposed borehole locations.
10. Development of project specific 'scope of work' templates developed as part of the estimating process
11. Enter data gathered into estimating tools to develop project specific pricing and initial business case for the project. Make estimates of costs of all elements required to complete the project to the required scope.
12. To assist sales staff with preparation of quotations for clients and provide pre-order technical information and guidance on proposed solution.
13. To update quotations once detailed design and sub-contractor quotes are complete to confirm project viability and cross check the assumptions made at initial pricing.
14. To review and maintain the estimating database and make recommendations for improvements to increase competitiveness.
15. Ensure that the format of quotes is in line with MCS requirements.
16. To undertake training and assist in training other members of staff as required.

17. To be a positive ambassador of Kensa at all times.
18. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
19. To work at all times in accordance with the company's Dignity & Diversity Policy.
20. To undertake such other duties as may be required within the general scope of the job.

Key Behaviours and Skills

1. Excellent communication and negotiation skills.
2. Excellent research and report writing skills.
3. Excellent attention to detail.
4. Lead, organise and motivate estimating team.
5. Previous experience of M&E installations for commercial and residential applications essential. Demonstration of previous experience of heat pump projects preferred.
6. To build and maintain a comprehensive knowledge of Kensa products and keep updated with changes in product design and application.
7. Thorough and methodical approach to gathering data from various sources.
8. To work cooperatively and provide support as required for all companies in the Kensa Group.
9. Excellent knowledge of Excel, working confidently with various functions and formulas.
10. Ability to manipulate data and integrate utilising formulas.
11. Be reliable, punctual and able to structure individual schedule to meet deadlines.

Other

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.