Job Profile

Cost Estimator

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio and Project Management	**Career Stage**	E
Job Function	Cost/Schedule Control	**Career Stream**	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	**Last Modified Date**	12/08/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	
People Leader	No	**Indirect Team Size**	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

The Cost Estimator provides support to the Infrastructure Delivery and System Planning & Land Acquisition teams. This role provides accurate high-quality cost estimation services to ensure that Sydney Water can access market competitive costing across a significant capital works portfolio. This role continually seeks practical ways to improve the quality and accuracy of cost estimation for Sydney Water. The role will be co-located with one of the regional delivery consortia in either Olympic Park, Redfern or Chatswood or will provide support to the estimating functions in Parramatta and the candidate will be flexible on their work location accordingly.

Accountabilities

Job Specific	• Accurately determine the total cost of materials, labour, and equipment required for a construction projects. • Preparing and analysing the indirect and overhead cost using prescribed staff rates or developing reasonable and demonstrable benchmarked rates as required. • Liaise with key stakeholders to ensure the required information is obtained i.e. Project Managers, Project Engineers, Design Engineers, External agencies, Consultants and contractors • Obtain market price for the specialist contractors and supply of materials by preparing documents for tendering and bid purposes. • Support pre-qualification and pre-bid submissions. • Ensure that relevant documents and budgets are submitted before a bid deadline. • Performing cost analyses, determine the duration of a project, procure vendors and subcontractors, and ensure that resources are managed, and deadlines are met • Building and maintaining competitive pricing schedule databases, and ensuring that WHS, Community and environmental issues are integrated into the development of cost plans. • Establish project key bench marking from the past completed projects. • Regularly reporting to management and keeping stakeholders updated on the project status. • Participate/Facilitate structured Risk and Opportunity Workshop and update R&O register • Formulating contingency plans and effectively managing risks that might impact cost and time estimates. • Ensures effective implementation of Project Cost Controls and Risk Management processes • Keeping track of the latest estimating technology and industry-related techniques. • Supporting the cost control and contracts team in managing projects through delivery including undertaking site visits/inspections, working in a change control environment evaluating variation/compensation events. • Champion safety and wellness and understand safety accountabilities. • Work constructively as one team to achieve team outcomes • Contribute to a high performing team culture and commitment to the improvement of safety, customer, health and environmental outcomes • Role model SW values and behaviours and participate in a constructive and supporting working environment • Provide mentoring, support, technical advice and training to team members. Identify capability gaps and collaborate with your manager to improve team effectiveness • Provide input to prioritisation and daily task allocation as required by your manager • Provide input to prioritise work across the team

Role Requirements

Education / Qualifications

Required	• Bachelor's degree in quantity surveying, civil or architectural engineering, construction management, or demonstrable and relevant experience.
Desired	•

Certifications / Licences

Required	•
Desired	•

Experience

Required	• Minimum 3 years' experience as an estimator in the construction industry with demonstrable experience in the water industry or other highly regulated industry. • Advanced computer skills and ability to use estimating and measurement software accurately and quickly. • Experience of working in highly regulated environments under strict HS&E codes. • Experience of construction site working • Experience in research, proposal writing, and oral presentation to senior management, external stakeholders, regulatory bodies and agencies. • Knowledge of best industry practices and standards. • Exceptional time management, organisational skills, ability to multitask, and strong interpersonal skills with a customer focus. • Exceptional management and negotiation skills. • Ability to closely collaborate with other project teams and stakeholders. • Sound problem solving skills • Strong data analytical skill • Ability and willingness to travel across Greater Sydney for the purpose of undertaking site visits
Desired	•

Sydney WATER

Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)	
Capability	**Descriptor**
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.

Functional Skills

Skill	Priority	Essential or Desirable	Proficiency level
Cost Estimation	1	Essential	Developing
Forecasting	2	Essential	Developing
Business Writing	3	Essential	Developing
Business Acumen	4	Essential	Developing
Project Controls	5	Essential	Developing
Interpersonal Communications	6	Essential	Developing
Decision Making	7	Desirable	Developing
Solutions Focused	8	Desirable	Developing
Stakeholder Management	9	Desirable	Developing
Project Management	10	Desirable	Developing

Proficiency Level Descriptors

Developing - Building practical experience, needs continued coaching.

Intermediate - Independent execution, minimal guidance**.**

Advanced - Fully independent execution, coaches' others.

Mastery - Strategic, sought as expert internally and externally.

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the Acceptable Use of Information Technology Policy and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.