



Job Profile

Estimating Manager

Group: Infrastructure Delivery

Job Summary

To be completed by People and Culture team			
Job Family	Portfolio & Project Management	Career Stage	F
Job Function	Cost/Schedule Control	Career Stream	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	21/05/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	4-8
People Leader	Yes	Indirect Team Size	0

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 purpose of the position is to manage project cost estimation for projects delivered within Delivery Management, and to develop, implement, and manage estimating systems, databases, and tools to provide a basis for market competitive pricing, to deliver high quality information for project cost estimation and to provide assurance across the project lifecycle, identifying systemic issues arising from estimating analysis across projects. This role will have emphasis on development of SWC cost estimates and cost related commercial advice in planning and program optioneering. The role is accountable for the development, implementation and maintenance of a robust Project Cost Estimation system, including all the required databases and tools to support the delivery of consistent and accurate cost estimation services to Delivery

Accountabilities

Job Specific	• Manage a team of cost estimators. ○ Lead, develop, optioneer, effectively communicate and maintain SWC cost plans. ○ Coach and develop capability of team members to enable delivery against KPI's and to facilitate function development. ○ Performance management as required to ensure a high-performing culture is maintained. • Cost Estimation Processes, Systems and Tools ○ Develop and implement project cost estimation standards, procedures and tools aligned to Sydney Water objectives. ○ Ensure that estimate and cost planning processes and procedures reflect compliance with legislation, statutes and codes of practice. ○ Develop and implement systems and processes to ensure cost estimates are accurate and reflect current market including: ▪ Ensuring pricing schedules are prepared and maintained which are accurate and reflect the market ▪ Keep track of performance against relevant publicly declared indices like RPI and wage inflation ▪ Ensuring the preparation and maintenance of a benchmarking framework/database for projects, providing trend analysis and information to allow the improvement of cost methodologies. ▪ Ensuring benchmarking for cost comparison is carried out, including the use of first principles, past projects and other various sources. ▪ Ensure accuracy of cost planning is maintained via analysis of variances. • Cost Estimation Service Delivery ○ Review tenders with Project Managers, to identify project resource and construction timing requirements, for bid estimates. ○ Ensure the preparation of Regional Delivery Consortia pricing schedules and project costing, is accurate and delivered in a timely manner, without compromising quality or safety. ○ Develop cost estimates for various options during optioneering, and support cost estimates during other project phases, as required. ○ Ensure cost estimations are conducted and incorporated for variations to business case. ○ Ensure the accurate assessment and calculation of contingency costs associated with risks and opportunities are incorporated, including design development, procurement and price escalation. ○ Ensure the review of tender costing associated with single source supply is carried out to identify anomalies in cost comparison. ○ Ensure post project reviews are conducted to verify accuracy of cost estimation and take improvement action if required. ○ Schedule project estimation programs to maximise efficient use of resources within the team and the timely delivery of recommendations and reports on budget.
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	○ Identify, develop, evaluate, and review procedures and task instructions for all estimating systems and project scoping processes. ○ Keep up to date with external best practice and ensure a demonstratable impact on improving project outcomes.
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Role Requirements

Education / Qualifications

Required	• Tertiary qualifications in civil, mechanical or electrical engineering, or in Quantity Surveying / Construction management in a similar discipline or experience deemed equivalent
Desired	• Project management qualifications

Certifications / Licences

Required	•
Desired	• Associated with the professional bodies like Engineers Australia (or equivalent in other countries), ACES, AIQS, RICS

Experience

Required	• 10+ years experience in project cost estimating and benchmarking • Demonstrated experience in delivering high quality cost estimations across the project lifecycle for civil infrastructure of high and low complexity. • Proven acumen and planning skills in project development and estimating. • Demonstrated ability to assess needs, evaluate systems, create processes, and develop standardised systems • Strong conceptual, intellectual, and strategic ability, capable of clear innovative thought processes and solutions to complex issues • Excellent analytical and problem-solving skills coupled with an understanding of market factors and stakeholder expectations. • Extensive experience with project estimating software systems. • Negotiation and presentation skills to effectively deliver presentations to management. • Influencing, negotiation and investigation skills • Effective verbal and written communication skills at all levels with internal and external stakeholders • Strong analytical and mathematical skills • Demonstrated ability to adopt a solution focused approach and the ability to make sound decisions under pressure. • Demonstrated ability to plan, prioritise and deliver to tight or conflicting timescales.
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	• Strong grasp of financial analysis and management.
Desired	• 5+ years experience in leading small teams technical specialists and professional staff



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 (F-H)			
Capability	Descriptor		
Accountability	Sets direction and motivates others to hold themselves accountable for achieving goals. Leads by example, collaborates, and sets a high standard for accountability and commitment.		
Agility	Creates team culture to encourage agile ways of thinking and working. Role models flexibility and adaptability in teams/business areas.		
Innovation	Improves or adapts existing methods and processes to achieve greater value. Manages risks, is open to and shares lessons learnt with others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Cost Estimation	1	Essential	Advanced
On-Screen Takeoff (Estimating Software)	2	Essential	Advanced
Engineering Design Process	3	Essential	Advanced
Cost Engineering	4	Essential	Advanced
Value Engineering	5	Essential	Advanced
Project Schedules	6	Essential	Advanced
Contingency Planning	7	Essential	Advanced
Bidding	8	Essential	Advanced
Report Writing	9	Essential	Advanced
Business Acumen	10	Essential	Advanced
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.