



## Role Profile

|                               |                                    |                                                                                                                                                                                                                                        |
|-------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role Title</b>             | <b>Estimator/Quantity Surveyor</b> | if you would like this information in another format please contact:<br><br><b>Cormac Head Office</b><br><b>Western Group Centre</b><br><b>Radnor Road</b><br><b>Scorrier</b><br><b>TR16 5EH</b><br><b>recruitment@cormacltd.co.uk</b> |
| <b>Business Division</b>      | Cormac Construction                |                                                                                                                                                                                                                                        |
| <b>Grade</b>                  | COR12                              |                                                                                                                                                                                                                                        |
| <b>Report to (role title)</b> | Business Director - Construction   |                                                                                                                                                                                                                                        |
| <b>Version</b>                | 1.0                                |                                                                                                                                                                                                                                        |
| <b>Date Job Evaluated</b>     | 14 October 2025                    |                                                                                                                                                                                                                                        |
| <b>Job Code</b>               | 000653                             |                                                                                                                                                                                                                                        |

|                                                     |                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b>                                    | Direct financial accountability: £10-20 million of annual tender opportunities<br>Indirect financial accountability: £10-20 million                                                                                                                                                                                                    |
| <b>People Management</b>                            | Number of direct reports: N/A<br>Number of indirect reports: N/A                                                                                                                                                                                                                                                                       |
| <b>Working Conditions</b>                           | <input checked="" type="checkbox"/> No unusual hazards (less than 20% of the time)<br><input type="checkbox"/> Minimum precautions required (more than 20% of the time)<br><input type="checkbox"/> Some precautions required (more than 50% of the time)<br><input type="checkbox"/> Precautions required (more than 75% of the time) |
| <b>Physical Activity</b>                            | <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Light<br><input type="checkbox"/> Moderate <input type="checkbox"/> Heavy                                                                                                                                                                                         |
| <b>Work Demands</b><br><i>(tick all that apply)</i> | <input checked="" type="checkbox"/> Work to deadlines <input checked="" type="checkbox"/> Frequently changing<br><input checked="" type="checkbox"/> Managing conflicting priorities <input type="checkbox"/> Not normally interrupted or subject to change                                                                            |
| <b>Work Context</b>                                 | <input checked="" type="checkbox"/> No/minimal risk to personal safety <input type="checkbox"/> Potential risk to personal safety<br><input type="checkbox"/> Moderate risk to personal safety <input type="checkbox"/> Substantial risk to personal safety                                                                            |

## Role Purpose

Demonstrate a decisive, and cohesive approach to our existing Tender and Quantity Surveying processes, and the ability to work to exacting deadlines.

Working with colleagues from across the Cormac business, procurement team, contractors, customers and clients; the role holder will communicate/ coordinate/ manage/ control the bid process in a timely manner and in line with the company's financial governance, and in addition prepare detailed costings for each tender, liaising with the Business Directors to agree final tender figures for submission.

The delivery of the business's quantity surveying activities through the control and appropriate collation, checking and reporting of monthly cost/value reconciliations and assembly of final out turn forecasts for assigned schemes and projects as well as interim payment applications.

Working collaboratively across Cormac and the wider Corserve Divisions, a persuasive collaborative approach to colleagues is essential in gathering relevant detail to ensure Cormac quality is demonstrated clearly to our clients

## About the role

- Estimating and Quantity Surveying duties in accordance with our Tender and Quantity Surveying Processes.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Company.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g., County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To be responsible for your own continuing self-development, undertaking training as required.
- To undertake other duties appropriate to the grading of the post as required.

## What you'll be doing

- Manage, plan, write and produce innovative, solution led tenders that contribute to successful outcomes and business growth.
- Manage a Cost Value Reconciliation (CVR) structure in accordance with current process including cost tracker and income/contribution monthly profiles
- Prepare and present allocated monthly CVR reports including monthly updated outturn forecasts including accurate accruals and tracking actual monthly income/contribution receipts against profile for all scheme elements.
- Prepare contract interim applications for payment, contract valuation and final payments (subject to agreed retention arrangements) to ensure excellent cash flow is achieved for the Company and that any risks for non-certification are minimised.
- Input and monitor the Early Warning/Risk Register

- To drive forward Cormac quality through process and procedural assessment and review.
- To contribute to the strategic development of Cormac Construction's four-year plan of commercial growth through industry knowledge, opportunity awareness and related innovation.
- To review, develop and manage the process of creating successful PQQ submissions and that all necessary information provided is both accurate and auditable.
- To co-ordinate wider bid contributors and set early expectations/briefs to ensure that content is reviewed and incorporated into bids to meet tender deadlines and maintain high tender success rates.
- The management and production of presentations for tender interviews and to attend presentations in support of Cormac Construction winning work.
- Liaise/work with the Operational teams and plan/ prepare tender programmes and prelims, to assist in developing winning tenders and advise of new products, methods of working, specifications and contractual developments.
- Co-ordination of Contractor design proposals for design and build contracts and detailed programmes in line with client requirements, when required.
- Ensure Cormac Construction is compliant with wider Cormac tendering procedures and attend working groups to further the development of these procedures. This work will be done in conjunction with other Cormac divisions, and the successful candidate will be proactive and collaborative in ensuring this is successful.
- Manage and maintain the Cormac Bid/Tender Register ensuring a verifiable audit trail.
- To act as ambassador for Cormac Construction promoting services and providing information to clients and stakeholders on behalf of the business.
- To work closely with CORSERV's Communications team to improve graphical presentation of PQQ and tender submittals.
- Fulfil the estimating function for all Cormac Construction tendered works of a varying workload totalling up to approximately £10-20M annually.
- Undertake site visits/ surveys as required to fulfil the role.
- Working to strict deadlines for tender submission and managing a suitable programme for pricing review, quality review and final sign off/ adjudication at the appropriate levels in accordance with governance procedure.
- Managing conflicting deadlines with respect to tender submissions and adapting to constantly changing work demands and client requirements.
- To undertake persuasive negotiation with supply chain members to obtain competitive prices for materials, subcontracts and other services etc to ensure bid success in line with the business plan.
- Maintaining complex relationships with key stakeholders and supply chain partners through to tender handover with the potential to have a significant impact on the service.
- To prepare, analyse and present detailed costings for tenders for projects/ construction works using specialist commercial knowledge and experience.
- To identify and manage all types of risk and opportunities within an estimate and present levels of risk and mitigation through the tender review process.

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- Liaise with the Business Directors in a timely manner to agree the final tender figure for submission in line with the business objectives.
- The preparation and finalisation of prices to be included in the tender documents in respect of contracts up to the value of circa £5m.
- To work closely with both the Construction Director and Cormac Estimating Manager in the supervision and overseeing of all tenders prepared and submitted.
- To liaise with the Business Directors in a timely manner to undertake initial discussions on pricing and scheduling of the work to be tendered for, “*Bid/No Bid*” and ensure Cormac Tendering Procedures and sign-off are obtained and correctly recorded.
- Creation of Bills of Quantities from drawings and documents using advanced knowledge of various Forms of Contract and Methods of Measurement.
- To find creative and innovative solutions to overcome barriers caused by construction challenges.
- To ensure that all tender documents are completed, including detailed quality submissions together with Health & Safety data, and ensuring that all tenders are submitted strictly in accordance with the detailed tender instructions and requirements to formulate a compliant return.
- To provide input and solutions into developing through the use of Early Contractor Involvement and other appropriate methods, the Specification required for various types of projects to meet the Client’s service delivery expectations.
- To assist the Operational Staff and Quantity Surveyors in the pricing of significant additional works, and the preparation of target costs for larger compensation events.
- To undertake site investigations, using engineering judgement, specialist knowledge and experience to select suitable working methods and to identify potential problems not apparent from the tender documents.
- To take ownership in the procedure for handing over successful tenders to the appropriate Operational Managers or Project Managers, ensuring that all necessary information and data is passed on.
- To liaise with the Business Directors and their staff to conduct a post contract review to establish if the agreed pre-contract targets have been achieved, ensuring that all recommendations from the Operational Staff are incorporated into future tenders.
- To liaise with Clients, and their Agents, at tender stage to ensure that Client needs, and expectations are understood and allowed for within the tender.
- To lead in the management of Pre-Contract negotiations with Clients and their Agents in respect of contract document details and structure.
- To be aware of new products, method of working, specifications and contractual developments, and to inform and update operation managers accordingly.
- To ensure that for all works priced; health, safety, environmental and welfare issues are fully addressed, and that the business is not at risk through inappropriate pricing.
- To ensure correct administration in receiving, registering and acknowledging all tender documents received by the business.

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| Qualifications and Experience                                                                                                                     | Recruitment and Selection                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Degree qualified or equivalent qualification and significant experience of working in the construction industry.                                  | Application Form/Certification           |
| A minimum of an HNC in a Construction related subject, working towards a professional qualification                                               | Application Form/Interview/Certification |
| Sound knowledge of relevant Health, Safety and Environmental legislation                                                                          | Interview                                |
| CSCS Card                                                                                                                                         | Application Form/Certification           |
| Has a thorough and detailed understanding of project and financial management                                                                     | Interview                                |
| Proven experience in estimating construction project tenders (refurbishment and new-build)                                                        | Application Form/ Interview              |
| Management experience in submitting construction tenders                                                                                          | Application Form/ Interview              |
| Understanding of the construction process, from conception, feasibility, design, pre-construction, and construction.                              | Interview                                |
| Thorough and detailed understanding of bid development/procurement/tendering processes in a construction environment.                             | Interview                                |
| Proven track record of writing, managing and presenting successful construction industry related bids                                             | Application Form Interview               |
| Ability to identify and mitigate project risk and develop project opportunity                                                                     | Application Form                         |
| Demonstrable evidence of successfully building a client base through sound working relationships                                                  | Application Form Interview               |
| Demonstrable knowledge and understanding of best practice relating to marketing and bid preparation and an ability to implement workable outcomes | Application Form                         |
| Demonstrates an ability to set own targets and a commitment to achieving goals by use of innovative approaches to programme and other constraints | Application Form                         |
| Demonstrable experience of managing Client and different forms of legal agreements                                                                | Interview                                |
| Evidence of managerial experience of quality submissions.                                                                                         | Application Form Interview               |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Full understanding of NEC Contract and conditions of contract. An understanding of the suite of JCT Contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Interview                  |
| Experience in standard methods of measurement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Application Form Interview |
| Demonstrable ability to motivate and lead a team and cope with significant pressure and prioritise workloads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Interview                  |
| Demonstrates an ability to supervise and coordinate others and monitor individual staff performance. Deals appropriately with day-to-day performance issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Application Form Interview |
| Demonstrates excellent written, presentation, social and interpersonal skills with the ability to communicate well across a broad range of contacts and personalities                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Application Form Interview |
| Demonstrates an understanding of partnership working and the need for effective relationships to enhancing the reputation of the business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Interview                  |
| Demonstrates an ability to gather and manage cross organisation/division information including establishing effective cross-business relationships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Application Form           |
| Competent in the use of IT and Microsoft products such as excel and word etc. Being able to competently develop and use spreadsheets for pricing purposes is a fundamental part of the role.                                                                                                                                                                                                                                                                                                                                                                                                                                    | Application Form Interview |
| <p><b>Making Safety First</b></p> <ul style="list-style-type: none"> <li>• This is about ensuring safety is at the forefront of everything we do and embedded throughout the business.</li> <li>• Ensure clarity of instruction and briefing of required safe standards for every job.</li> <li>• Lead from the front in demonstrating safe working practices and never 'walking-by'.</li> <li>• Supports team, ensuring all work equipment and PPE is available before work commences.</li> <li>• Being open to alternative suggestions on safe working and encourages open communication with team and management.</li> </ul> | Interview                  |
| <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Working with wider teams and clients to deliver success.</li> <li>• Valuing a team approach to projects and challenges within your role.</li> <li>• Using group resources effectively to produce results.</li> <li>• Be an effective communicator at all times.</li> </ul>                                                                                                                                                                                                                                                                                 | Interview                  |

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| <b>Innovative</b> <ul style="list-style-type: none"> <li>Seeking opportunities to improve process and embracing new ideas and technology with positive change in mind.</li> <li>Challenging practices where progress is limited.</li> </ul>                                                                                                                                                                                                                                                                                                                                          | Interview |
| <b>Positive</b> <ul style="list-style-type: none"> <li>Remain optimistic in the face of change and drive forward to support growth and success.</li> <li>Demonstrate a commitment to the group objectives and vision and take actions accordingly.</li> </ul>                                                                                                                                                                                                                                                                                                                        | Interview |
| <b>Focus on Excellence/Commitment to Quality</b> <ul style="list-style-type: none"> <li>Deliver value and service to customers, both internally and externally.</li> <li>Ensure quality underpins approach, methods and results.</li> <li>Stay up to date with best practice and align your approach accordingly.</li> <li>Take a strategic approach towards your work, ensuring it delivers value to the group as well as our customers.</li> <li>Consistently deliver results to a high standard.</li> <li>Ensure safety is at the centre of your operational approach.</li> </ul> | Interview |
| <b>Trust</b> <ul style="list-style-type: none"> <li>Build brand reputation by honouring agreements, appropriately managing expectations and being open and honest in all interactions.</li> <li>Value the knowledge and experience of your teams in delivering a great service.</li> <li>Empower your teams to succeed and be empowered to make a positive influence within the group.</li> </ul>                                                                                                                                                                                    | Interview |
| <b>Leadership</b> <ul style="list-style-type: none"> <li>Lead by example at all times and deliver best practices.</li> <li>Support the ongoing development of the Corserv Facilities teams and actively engage in performance improvement behaviours.</li> <li>Provide support to inspire commitment for a quality service.</li> </ul>                                                                                                                                                                                                                                               | Interview |

|                           |  |
|---------------------------|--|
| <b>Other requirements</b> |  |
|---------------------------|--|

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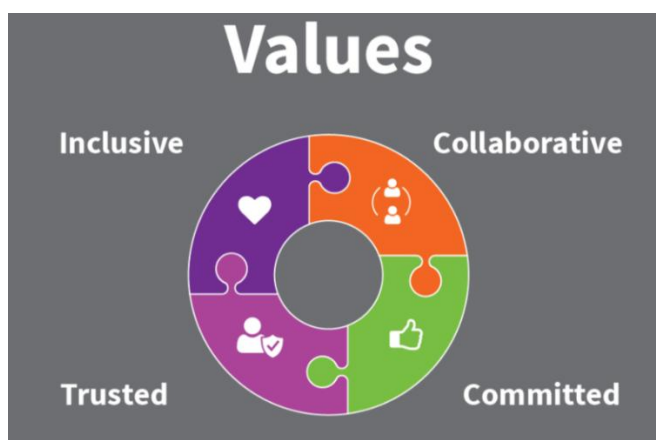
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Full Valid driving licence                                                                                                                                                                                                                                                                                                                                         | YES   |
| The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | YES   |
| This role has been identified by the organisation as safety critical                                                                                                                                                                                                                                                                                               | NO    |
| This role is politically restricted                                                                                                                                                                                                                                                                                                                                | NO    |
| This post is subject to overtime (where approved/appropriate)                                                                                                                                                                                                                                                                                                      | NO    |
| This post is subject to the Company's Flexitime Scheme (manager discretion)                                                                                                                                                                                                                                                                                        | NO    |
| This post is subject to a criminal records disclosure check                                                                                                                                                                                                                                                                                                        | BASIC |

|                                           |              |
|-------------------------------------------|--------------|
| <b>Approving Manager</b>                  | Ben Fallowes |
| <b>Approving Business Divisional Head</b> | Ben Fallowes |
| <b>Approving Director</b>                 | Ben Fallowes |
| <b>Date</b>                               | 10/10/25     |

## Our values

Our values shape everything that we do across our Group. From construction to care services, from travel to transport and everything else in between.

Our values guide the way we work with our business partners, within our communities and with each other.



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|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| <b>Collaborative</b> | we work with and support each other to serve our communities.                               |
| <b>Committed</b>     | we are unwaveringly dedicated to being the best at everything we do.                        |
| <b>Trusted</b>       | we are open and honest and do what we say we'll do.                                         |
| <b>Inclusive</b>     | we are considerate and respectful of our people and the communities/environment we work in. |