

Position Description

POSITION TITLE: Estimator/ Contract Administrator

DEPARTMENT: Adelaide Property & Gardens (APG)

RESPONSIBLE TO: General Manager, Landscape Construction

DIRECT REPORTS: Nil

EMPLOYMENT TYPE: Full Time / Part Time

LOCATION: Panorama

☒ National Police Check ☐ WWC ☐ DCSI – Disability ☐ Medical

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

POSITION SUMMARY

Reporting to the General Manager, Landscape Construction (APG), in this role you will need to have experience and understand the tender process including writing tender proposals. You will need to liaise professionally with clients, suppliers and subcontractors from estimating through to completion of project.

KEY RESPONSIBILITIES

- Working closely with the Senior Estimator to ensure all tenders are delivered on time, with a high level of detail and quality.
- Diligently complete, manage and lodge both public and private tenders/ quotations.
- Calculating quantity take-offs and pricing from landscape construction plans
- Obtaining quotes from subcontractors and suppliers
- Visiting site to assess ground conditions and get an overall understanding of the project
- Identify tender opportunities and maintain relationships with clients, as well as seeking new opportunities
- Producing project timeframes/ construction programs
- Creating purchase orders for construction works
- Handover of successful projects to Construction team
- Working closely with all team members to ensure smooth day to day running of projects
- Cost versus budget analysis
- Basic administration, such as document control and managing variations.

- Champion the delivery of the NDIS Practice Standards, NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework.
- Support employees to achieve their NDIS goals and objectives

SKILLS/ATTRIBUTES

Personal Attributes

- You will possess good communication, organisational and people management skills.
- Ability to work under pressure
- Well presented, confident and able to develop rapport readily

Essential Skills and Qualities

- Qualifications will be sought from the candidates' education, experience, and presentation
- Previous experience in estimating and/or project supervision, preferably in the landscape or construction industry
- Experience in tender writing and tender process
- You must possess the ability to interpret site plans, order materials and liaise with all stakeholders.
- Demonstrate strong planning and organisational skills with high attention to detail
- Understanding of Chain of Responsibility legislation
- Mature minded with strong administration skills
- Ability to be a team player, with a demonstrated capacity to show initiative and represent the organisation professionally and ethically
- Experience in Microsoft Excel, Word, Project and Outlook
- Current Driver's License

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards).

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Estimator/ Contract Administrator.

[NAME]

Signed _____

Date _____