



## Cost Estimating Manager – Job Description

(Job Code and Level: PUCE005)

### **Definition:**

Cost Estimating is defined as: Provides cost estimates/comparison costs for the value of goods that are provided by the supply chain.

### **Overall Purpose of the Role:**

To ensure cost estimating processes are in place and to take the co-ordinating lead, working closely with others in the business to provide cost estimates against production/project requirements. To lead cost targeting and benchmarking activities from concept to design to achieve the lowest product costs and support implementation of cost reduction opportunities. Deliver support for supplier negotiations.

Holds people and budgetary responsibility. Likely to report to the Head of Purchasing or Head of Finance.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice, cost estimating vision, strategy, policies, processes and procedures to aid and improve operational performance

#### **General and Task Management**

- Ensure the organisation has a robust cost estimating process in place to meet production/project requirements and in line with quality standards
- Support continuous improvement through cost engineering techniques and processes, identifying inefficiencies and cost optimisation opportunities
- Analyse and identify key areas of improvement and apply cost estimation techniques to drive cost reductions and aid operational processes and efficiency
- Monitor and review data and information to detect and assess problems and make recommendations to resolve issues

- Review, analyse and understand economic trends and consider risks and cost implications
- Utilise cost methodologies and tools and appropriate software models and packages to prepare and maintain reliable and accurate data
- Ensure professional and consistent cost engineering management processes are applied in the business
- Ensure appropriate monitoring, reporting systems and procedures are in place to meet objectives
- Provide strategic and operational information and reports to share with others as and when required

### **People Management**

- Manage, coach and develop a high performing cost estimating team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors

### **Financial Budget and Control**

- Hold responsibility for departmental budget

### **Relationship Management**

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work in conjunction with and engage with internal and external stakeholders to facilitate and implement cost engineering activities in the business
- Gain buy in to targets by stakeholders and engage with stakeholders to ensure all cost ideas are input in order to prepare complex cost models
- Stay up to date with changes and support stakeholders with project changes ensuring all associated costs are identified and tracked against the budget
- Oversee supplier quotations to ensure meets 'should cost' estimates
- Support supplier meetings and negotiations to challenge quotation prices and aim for cost reductions to meet target costs
- Work closely with the Purchasing team to ensure purchasing strategies are maximised

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Support encourages and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge

- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others

### **Skills and Attributes:**

- Highly skilled communicator with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills
- Proven management skills with the ability to optimise team performance and development
- Commercial and financial acumen
- Highly developed analytical skills
- Strong technical mindset and able to read and interpret technical data and translate to others
- Highly numerate with the ability to research, assemble, manage and manipulate numerical information
- Advanced knowledge of estimating strategies and techniques
- Results orientated and organised with the ability to plan and deliver against deadlines
- Excellent attention to detail skills
- Project Management skills

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree is preferred, or HND, BTEC Professional Level 5 Award or equivalent NVQ Level 5 qualifications.
- Significant experience of cost estimating or finance in preferably the automotive industry and/or manufacturing/engineering environment
- Strong IT systems knowledge and skills including advanced Excel skills
- Experience of using spreadsheets and complex estimating, pricing models and cost management tools
- Demonstrable track record of adding significant value and optimising costs
- Experience of delivering results through cross-functional working
- High degree of knowledge and understanding of a variety of manufacturing/automotive processes and components and ability to evaluate and analyse associated costs
- Membership of an appropriate professional body such as the Association of Cost Engineers would be advantageous

### **Example roles this job description may cover:**

- Estimating Manager
- Planning Manager

- Cost Manager
- Project Cost Manager
- Project Cost Lead Manager
- Cost Reduction Manager
- Cost Control Manager
- Cost Planning Manager