



Cost Estimating Senior Engineer – Job Description

(Job Code and Level: PUCE004)

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 collect and analyse data and information in order to estimate costs associated with manufacturing a product. Works proactively towards cost target objectives in collaboration with others.

Job holders in this role may take responsibility for a complete section of the manufacturing/engineering process and hold a larger remit in terms of financial accountability than a Cost Estimating Engineer. Delivers support for supplier negotiations.

May hold people and budgetary responsibility.

Key Responsibilities:

General and Task Management

- Determine cost estimate targets during the design and development process, recommending cost effective solutions
- Gather proposals, specifications and related documents and liaise with stakeholders in order to convert specifications to cost estimates for new and current products
- Utilise cost methodologies and tools and appropriate software models and packages to prepare and maintain reliable and accurate data
- Establish cost estimates of production processes and tooling costs and review alternatives or put forward recommendations for improvement
- Assess cost effectiveness of products and track actual costs relative to budget and report status on a regular basis to ensure costs are in line with forecasts
- Monitor and review data and information to detect or assess problems
- Investigate and identify cost reduction opportunities through cost analysis review

- Actively contribute to the development and support of cost estimating processes, bench marking and cost estimating tools and look at ways to make improvements
- Set up cost monitoring and reporting systems and procedures and monitor trends
- Prepare cost and expenditure statements, reports and other necessary documentation at regular intervals to share with others in the business
- Support all activities in cost engineering and take a proactive approach towards improvements

People Management

- Coach, mentor, supervise and develop other staff in the cost estimating function as required

Relationship Management

- Liaise with stakeholders and support management decisions by providing appropriate cost information and data
- Provide cost estimates during change process and advise the cost impact of changes. Track and monitor activity
- Work with stakeholders to ensure estimates are accurate and to make appropriate adjustments to resolve issues
- Analyse supplier quotes and provide information and data, which aids communications with suppliers and customers and achieves cost optimisation
- Ensure supplier quotations meet 'should cost' estimates
- Support supplier meetings and negotiations to challenge quotation prices and aim for cost reductions to meet target costs
- Support and utilise experience to aid best practice in the supplier process in conjunction with members of the purchasing team
- Liaise with purchasing team to provide continued feedback to ensure competitive pricing

Self Management

- Comply with the Health, Safety and Environmental Policies
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware and optimistic
- Assertive, resilient and welcomes change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team and is actively committed to team development

Skills and Attributes:

- Strong communication skills with the ability to form and maintain good relationships internally and externally
- Strong interpersonal, negotiation and influencing skills

- Team leader/supervisory skills with the ability to optimise team performance and develop team members if required
- Commercially and financially aware
- 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
- Good knowledge of estimating techniques
- Results orientated and organised with the ability to plan and deliver against deadlines
- Strong attention to details and accuracy skills
- Project management skills

Qualifications and Experience Levels:

- Relevant business/commercial or manufacturing/engineering degree preferred, HNC, City & Guilds Licentiate, BTEC Higher Professional Diploma or equivalent NVQ Level 4 qualification
- Specific estimating qualification would be advantageous
- Previous 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 value and optimising costs
- Experience of delivering results through cross-functional working
- Good 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 would be advantageous

Example roles this job description may cover:

- Senior Cost Estimator
- Senior Estimating Engineer
- Senior Cost Engineer
- Senior Project Cost Engineer
- Senior Cost Reduction Engineer
- Senior Cost Control Engineer
- Senior Cost Planning Engineer