

MORTON:PATTISON

ecological design & build landscape

Estimator / Bid writer – Countryside & Landscape

Role Description

The Employer

Morton : Pattison are emerging as an industry leader in design & delivery of countryside and ecological works in the south of England. We are widely recognised for our specialist skills and experience in combining ecology, landscape and construction to deliver the best outcomes for biodiversity and people.

We work on a diverse range of projects including design & build of countryside structures, access works, large scale habitat management, renewable energy sites and ecological enhancement. Our clients are distributed throughout the private, public and charitable sectors including nature conservation charities, local authorities, green energy companies and ecological consultancies.

Due to continued growth driven largely by repeat custom, recommendation and appointment to local authority frameworks, we are looking for a professional and positive team player who shares our values to join us and make a positive contribution to the region's countryside.

Morton : Pattison is an equal opportunities employer with a strong focus on staff development with the goal of building and retaining a team that grows in capacity alongside the company.

www.mortonpattison.com

Role Purpose

Morton : Pattison was established in 2015 and has rapidly established itself as a well-respected name in landscape and ecology in the region. In addition to the organic growth over this period, Morton : Pattison has won appointment to various County Council countryside frameworks and developed specialisms in landscape construction. Continued growth has led to a large increase in the quoting and tendering activity of the company, we are now recruiting for an Estimator / Bid Writer to join our existing highly experienced team.

Projects the role holder can expect to tender for will most commonly fall within the £50k - £200k range, however this is anticipated to increase as the company

continues to grow. These projects will usually involve a mix of ecological, landscape and construction elements. The role holder will play a key part in winning work and contributing to develop systems and processes which will drive further Company growth.

Reporting to:

Directors, line managed by Managing Director.

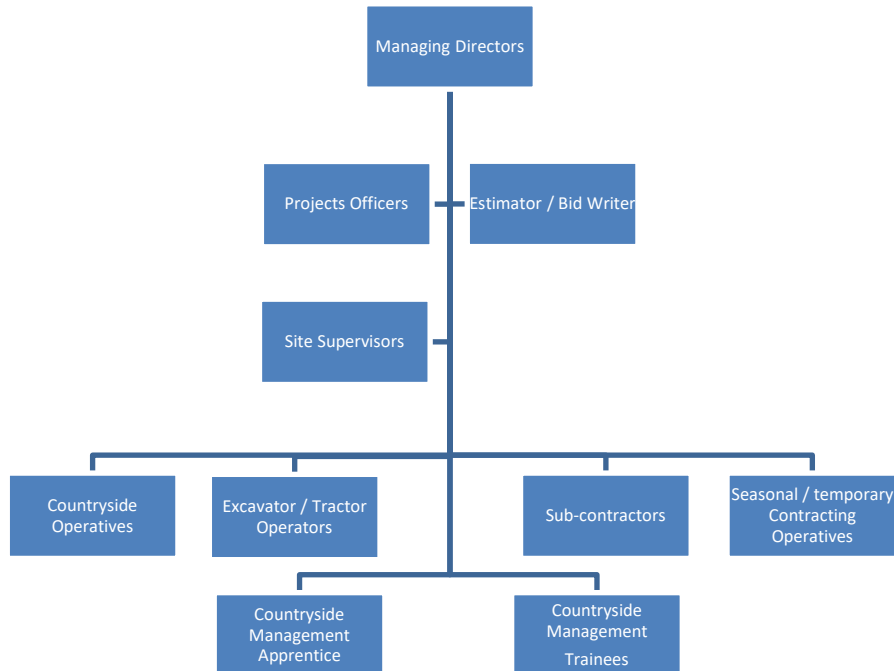
Duties & Responsibilities:

- Reviewing RFQ and tender documents, interpreting Bills of Quantities, design drawings and specifications.
- Engaging with clients to understand their needs and expectations.
- Undertaking pre-tender site visits.
- Drawing from experience of other team members where required, develop detailed pricing to produce accurate and competitive quotations.
- Bid writing / tender quality responses.
- Estimating quantities.
- A small amount of Project Management.
- Collaborating with Project Managers, Designers/Landscape Architects and other team members to ensure accurate and efficient project planning and delivery, including programmes of work, method statements and timelines.
- Submitting high quality quotations and tenders in a timely manner.
- Developing processes and systems to increase the efficiency of quoting efforts e.g. maintaining schedules of work rates, systems of interface with other team members.
- Keeping up with current trends and developments in client requirements e.g. public sector social value.
- Contributing to identifying, achieving and retaining company accreditations that will improve tender quality responses.
- Contributing to company standards and policies that will improve tender quality responses e.g. sustainability.

Working Conditions

Hybrid working, a mixture of working at our Exton (Hampshire) office, home working and site visits / meetings.

Organisational structure



Role within team

Morton : Pattison has two Managing Directors and two Projects Officers, who all contribute to estimating and bid writing activity. The two Managing Directors currently lead the estimating team, between them they have amassed a significant amount of experience which has led to continued success in winning appointment to both small value contracts and multimillion-pound frameworks. We are looking for an Estimator / Bid Writer to join the team to maximise the likelihood of winning a high number of appropriate opportunities, and to bring their previous knowledge and experience to the team.

The role will involve working closely with the Managing Directors and Projects Officers on an interesting and varied portfolio of tenders, quotes and bid submissions. Additional communication with Site Supervisors, suppliers and clients is a key part of the role.

Location

The company's office is based in Exton, Hampshire. The role will involve some working in this location, some home working and attending site visits / meetings.

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Duration

On completion of 3-month probation period this is a permanent, full-time contract.

Working hours

07:30 –16:30 Monday–Friday, either onsite, working at the company base in Exton or home working. Flexible working considered.

Remuneration

£38,000 per annum basic pay, increasing to a possible £48,000 per annum with performance related bonuses to be paid quarterly following reviews.

Holiday entitlement

28 days pro-rata inclusive of bank and statutory holidays with additional leave entitlement earned annually.

Mission Statement

We are a contracting, consultancy and design firm providing specialist countryside services that bring together ecological, design & build and landscape expertise.

Our work has biodiversity and people at its core, often working with protected species and on protected sites to deliver practical, sustainable and ecologically informed solutions.

Our core values are:

- **Committing** to positively contributing to the **natural environment**
- **Developing** a **motivated, collaborative** team with **integrity**
- **Delivering high quality** projects and service