

## Lead Cost Estimator

**PRO-086**

<b>Reports to Line Manager:</b>	Section Leader of Project Control, Project Management Division, Project Office.	<b>Job Code:</b>	PRO-086
<b>Direct Employment:</b>	Not Required	<b>Grade:</b>	P4

### Purpose

To provide the single-point of responsibility and accountability for the delivery of cost estimates and the horizontal and vertical integration of ITER Organization (IO) cost engineering activities.

### Major Duties/Responsibilities

**china****eu****india****japan****korea****russia****usa**

- Manages the work efforts of subordinate cost estimating staff to ensure external (Domestic Agency, Management Advisory Committee) and internal (Deputy Director General) clients are receiving maximum value and benefit;
- Provides timely dissemination of Project Office actions, requirements, instructions, procedures and guidance to the appropriate site personnel; when required prepares and issues lower-level supplemental instructions and guidance;
- Prepares and issues site working plans and schedules to co-ordinate preparation and delivery of major cost estimating deliverables; ensures all deliverables are reviewed for accuracy, completeness and quality before submission;
- Prepares and implements a site cost estimating/cost engineering employee training and professional development program that is consistent with IO agreed standards and programmes
- Develops and maintain terms of reference for cost estimating/cost engineering positions for use in recruiting and subcontractor selection; ensures only qualified and capable individuals (IO staff and subcontractors) are acquired and retained;
- Is accountable to the Section Leader of Project Control for ensuring that site personnel are appropriately trained, that centrally agreed systems are in place and operational, and that necessary and sufficient procedures exist to provide on-time submission of high quality and fit-for-purpose cost estimates, cost studies and other cost engineering deliverables;
  - to the Section Leader of Project Control for ensuring that IO systems, procedures and training materials are compatible and consistent with all related IO systems, standards and requirements;
  - to the Section Leader of Project Control for ensuring cost estimates, cost studies and other cost engineering deliverables are completed in accordance with applicable IO programme objectives, procedures, instructions and guidelines;
  - to Responsible Officers and project managers to ensure cost estimating and cost engineering resources (personnel, systems and documentation) are necessary and sufficient to support IO business requirements and the timely completion of required deliverables;
  - to each site cost estimator, quantity surveyor and cost engineer to ensure availability and suitability of all necessary systems and infrastructure, and must also ensure adequate training and instruction is provided on an ongoing basis;

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

## **Qualifications and Experience**

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- **Education:**
  - Degree at least equivalent to 4-6 years of study after the High School Diploma in Business Management, Engineering or related fields;
  - Certified by the Association for the Advancement of Cost Engineering qualification (or equivalent) or the ability to complete such qualification/certification within a 12 month period from date of appointment.
- **Technical and Project experience:**
  - At least 10 years of progressive responsibility in the area of cost estimating/cost engineering on project work;
  - 4 to 5 years of nuclear project experience;
  - Highly proficient in the preparation and review of approximate, preliminary, definitive and detailed cost estimates, and knowledgeable about the generally accepted industry best practice in this area;
  - Extensive knowledge of commercial contracting practices, and experience in the resolution of claims and disputes;
  - Knowledgeable in the areas of project management, earned value performance measurement, risk management, tendering and contract administration, finance, budgeting, cost collection and job tracking.
- **People Management experience:**
  - 3 to 5 years of management or supervisory experience is required.
- **Social Skills:**
  - Ability to work effectively in a multi-cultural environment;
  - Ability to work in a team and to promote team work;
  - Ability to apply knowledge and original thinking to problem solving and issue resolution.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Computer and IT skills:**
  - Highly proficient in the use of commercial scheduling software (P3e preferred), cost estimating software, Microsoft Access and Microsoft Excel;
  - Extensive experience with Cobra and SAP is desirable.

## **Direct Supervisor and Interfaces**

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- Reports to the Project Management Section Lead.

## **Authority / Approval Levels**

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This position has authority and approval levels as defined by the Head of the Project Office for his/her scope of work.

## Measures of Effectiveness

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- Independent validation of cost estimates;
- Accuracy of estimates as compared to actual cost.