

Lead Cost Estimator

PRO-086

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

Purpose

To provide the single-point of responsibility and accountability for the cost estimating processes and systems, the cost and credit estimates and studies, analysis of actual cost data and variance, calculation and analysis of cost contingency, and the integration of cost engineering activities across the Organization. The Lead Estimator will supervise the work of cost engineers and estimators that serves the entire project organisation.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Is accountable to the Project Office Head for delivery, maintenance, and revision of high quality cost/credit estimates for all ITER Organization and Domestic Agency activities in the lifecycle of the project. This includes full basis of estimate documentation that is consistent with industry best practice for large nuclear construction projects, and a licensed nuclear reactor.
- Is responsible to ensure that cost estimates, cost studies and other cost engineering deliverables are completed in accordance with applicable IO programme objectives, procedures, instructions and guidelines;
- Is accountable to Responsible Officers and project managers to ensure cost estimating and cost engineering resources (personnel, systems and documentation) support IO business requirements and the timely completion of required deliverables;
- Is responsible to each cost engineer and estimator 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;
- Manages the timely completion 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 manages site working plans and schedules to prepare and deliver cost engineering/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 maintains 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;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- ***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) is desirable, but not required.
- ***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 all of the key areas of cost engineering and estimating, including 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;
 - Demonstrated ability to manage the development of estimating systems that are fully integrated with other project management systems such as Primavera, Cobra, Pertmaster, and SAP.
- ***People Management experience:***
 - 3 to 5 years of experience is required, in particular experience of supervising an international team is highly desirable.
- ***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); additional language skills would be desired.
- ***Computer and IT skills:***
 - Highly proficient in the use of commercial estimating software (Win Estimator preferred);
 - Experience and knowledge of other key systems used by ITER is highly desirable - Primavera V6, SAP, Cobra, and Pertmaster.

Direct Supervisor and Interfaces

- Reports to the Head of the Project Office.

Authority / Approval Levels

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

- Independent validation of cost estimates;
- Accuracy of estimates as compared to actual cost as shown in cost performance reports;
- Demonstrated adequacy of cost contingency to meet uncertainty and event risk demands.