

Job Description

Job title	Logistics and Moves SME	Date 11/06/2025
Reports to (title)	Change and Business Improvement Manager	
Contract/Department	BBC – 3551	Revision: v2
Location	Birmingham – with requirement for national travel	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The post holder will implement the strategic vision for logistics and moves and other associated activities on the BBC account and provide effective and inspiring leadership, championing the profession to internal and external stakeholders reflecting EUK company values.

You will be responsible for driving continuous improvement of service delivery via our supply chain and on-site teams, whilst providing assurance that the service is effectively delivered and managed across the account.

A core part of the role will be ensuring that continuous improvement is embedded in all services delivered, with a focus on a high-quality service delivery that is aligned with industry best practice and EMCOR UK soft service strategies.

Role does not include any line management.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Lead the implementation of the EUK Services standard and creating site Logbooks and advising on service optimisation, across BBC Sites.
- Manage a collaborative network across the BBC account to ensure best practice and innovation is easily communicated and implemented.
- Carry out quality assurance reviews and measure and monitor the outputs from all reviews done
- Fulfil management information data as per contractual requirements, analyse data for trends and opportunities for improvement.
- Work with the account Supply Chain Manager on specifying, selection, performance of

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partners and managing spend.

- Advise and guide service provision and develop members of the network in their career progression.
- Bring innovation ideas, propose business change and when approved implement and manage change in controlled manner, tracking improvements.
- Undertake any reasonable request as specified by the line manager.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

No resource responsibilities, responsibility for arranging space management duties with a subcontractor

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Experience in in the Facilities Management industry managing soft services, especially services outsourced.
- Influencer and innovator in the soft services area.
- Solution creator with demonstrable track record of change implementation and maintenance.
- Self- starter with high standards of self-achievement.
- Excellent communication and interpersonal skills and stakeholder management.
- Change agent, challenger and emotionally intelligent team leader and player.
- Good IT skills including Excel and Microsoft business packages to an advanced level.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Requirement for UK wide travel due to geographic spread of sites

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	