

Job Description

Job title	Commercial Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

The driver for developing contract value optimisation, tracking BU performance of the services business, will continue to develop and implement a consistent commercial framework for the services business and develop/adapt and implement a proactive approach to risk management reducing risk to as low as reasonably practical. The role will include leading the assessment and delivery of projects in line with Group policies and procedures, across the services business in addition to identifying and negotiating alliances for delivery of specified services elements.

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.

- Implement, direct, monitor and control the EMCOR UK commercial framework consistently across the BU with regard to customer contracts, risk and legal requirements.
- Improve the profitability and competitive performance of the business through selling and negotiating skills and maximising opportunities.
- Relentless pursuit of reduced risk and optimised profit on a contract/contract basis and of additional valuable opportunities.
- Advise and/or lead projects within Services arena.
- Establish business relationships with operations, estimators and finance functions within BU.
- Develop and track benchmarking data and KPI's for BU.
- Provide monthly business analysis of the BU services contracts.
- Oversee the successful transition of new clients into the implementation and service delivery teams.
- Assist in the development and implementation of the EMCOR UK strategy, Services Portfolio and Communications programs.
- Provide commercial input to business proposals.
- Protect the EMCOR UK "brand" through the application of professional commercial practice and principles.
- Provides effective and appropriate leadership, including team spirit and company ethos, culture and values.
- Accountable for own development plan for continuous improvement of competences in relation to the EMCOR UK career development programme.

Resource responsibilities

Job Description

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

Person specification

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

- Extensive business experience in a services environment.
- A strong understanding of financial matters and business modelling, i.e. VIR, IRR, PIA, NPV etc.
- A high level of understanding of the key financial drivers of a Services business.
- Good IT skills including Word, Excel and PowerPoint.
- Experience of value led sales pricing and general cost estimating.
- Experienced in contract value optimization.
- Experience in preparing and negotiating legal and commercial aspects of sizeable services contracts.
- Experience of establishing and managing and/or working with joint venture partners.
- A thorough understanding of the principles of risk management.
- Strong analysis and report writing skills demonstrating attention to detail.
- High degree of computer skills, particularly Excel. An exposure to Service Management Information systems would be advantageous.
- Able to work as part of a team and communicate issues to both group and local colleagues.
- Good presentation skills, both written and oral with high drive and energy levels.
- Proven ability to contribute to the development of long-term business plans and commercial strategy.
- Experience in implementation of business plans.
- Proven experience in negotiating complex deals with third party suppliers.
- Ideally qualified to HNC/degree level in engineering, commercial management, business administration or facilities management.
- Proven ability to effectively manage and maintain a portfolio of contracts with a value in excess of £50m.

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.

Job Description

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	