

Job Description

Job title	Commercial Manager	Date March 2025
Reports to (title)	Senior Finance & Commercial Manager	
Contract/Department	BBC	Revision
Location	London	

Job purpose

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

Support the business in achieving its objectives by delivering and demonstrating value for money, whilst ensuring the organisation achieves its financial targets. Minimise commercial exposure to EMCOR UK, ensuring that all risks are mitigated where appropriate. Develop and implement a consistent commercial framework. The role will include leading the assessment and delivery of services in line with company processes.

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.

- Oversee the Contract variations process and scope changes, ensuring that contract is adhered to, documents are logged and risk/ change meetings are held and all actions have been taken accordingly.
- Support the Operations team on all commercial aspects.
- Work with procurement, finance, core operational delivery and if applicable small works/ projects team to develop detailed financial forecasting and spend profiles, managing all resulting actions.
- Implement, direct, monitor and control the EMCOR UK commercial framework consistently across the account with regard to customer contract, risk and legal requirements.
- Improve the profitability and competitive performance of the business through selling and negotiating skills and maximising opportunities.
- Demonstrate value for money to the customer.
- Establish business relationships with operations, estimators and finance functions within account.
- Liaise with benchmarking team on performance and KPI's for account.
- Provide monthly business analysis of the service contract transactions reporting and define plane to manage spend, ensuring all billing is accurate and comprehensive.
- Provide commercial input to business proposals.

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- 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.
- Production of a variety of reports.

Resource responsibilities

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

N/A

Person specification

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

- Extensive business/commercial experience in a services environment.
- A strong understanding of financial matters and business modelling.
- A high level of understanding of the key financial drivers of a Services business.
- Experience of value led pricing and general cost estimating.
- Experienced in contract value optimisation.
- Experience in preparing and negotiating legal and commercial aspects of sizeable services contracts.
- 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.

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- 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.

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.

- UK wide travel – will be required. Valid full driving licence.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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