



SURGEONS' HALL

Surgeons' Lodge Ltd

(a subsidiary of The Royal College of Surgeons of Edinburgh)

Revenue Manager

1. General Information

The Royal College of Surgeons of Edinburgh is an independent membership organisation principally concerned with the education, training and assessment of Surgeons, Dental Surgeons and Doctors who are involved in the surgical care of patients. Founded in 1505 the College currently has a membership of approximately 19,000 subscribing Fellows in approximately 95 countries throughout the world.

The Governing Body of the College is the Council, which comprises a President; two Vice-Presidents, Treasurer, Honorary Secretary and fifteen elected Members of Council. The Office Bearers are appointed for a three-year term of Office and the Members serve for five to ten years.

Executive management of the College is vested with a Chief Executive who is responsible through the President to the Council.

Surgeons' Lodge Ltd ("SLL") a wholly owned subsidiary of The Royal College of Surgeons of Edinburgh has developed its property and facilities to create an integrated conferencing and events facility "Surgeons Hall" including the stylish 78 bedroom hotel, Ten Hill Place. The facilities lend themselves to a variety of activities and events including conferences, professional meetings, weddings, exhibitions and social events.

For further information please visit our Websites:

www.rcsed.ac.uk , www.surgeonshall.com and www.tenhillplacehotel.com

SLL now wish to further develop these facilities in the open market with a view to income generation for the College and seeks a Revenue Manager to proactively manage all revenue streams within the company. The turnover of the overall complex is likely to exceed £3.5m. The Revenue Manager will be part of the SLL senior management team and will report to the Commercial Director.

The Revenue Manager will have extensive experience in the hotel industry.

2. The Role of the Revenue Manager

The duties of the Revenue Manager will include:-

- a) Increase ADR & REVPAR for the hotel. Over a one to two year period establish rates in line with the repositioning of the hotel from 3* Metro to 4* full service hotel.
- b) Maximise revenue from all secondary income streams in conjunction with the senior management within SLL.
- c) Develop the most effective rates and strategies to increase revenue across multiple market segments.
- d) Enlighten senior management in revenue management and pricing strategies to establish team understanding of the agreed strategies.
- e) Collaborate with the Business Development Manager to secure contracted rates from the local corporate sector.
- f) Advise the Commercial Director of future rates and strategies.
- g) Be heavily involved with the company budgeting process.
- h) Develop pricing strategies for the conference and events department in conjunction with the Business Development Manager and Commercial Director.
- i) Identify new revenue opportunities and effectively communicate sales strategy and pricing to all stakeholders.
- j) Create daily, weekly and monthly reporting information, including revenue to date and night audit validation.
- k) Develop forecasting processes to aid business planning.
- l) Create promotional packaging to support quieter times of demand and liaise with the Business Support Manager to ensure these are marketed and distributed effectively.
- m) Manage Revenue Management Key Performance Indicators and respond expediently to ensure continued strong financial performance.
- n) Develop the company's marketing plans in collaboration with the Commercial Director and Business Support Manager.
- o) Manage third party site agreements through use of the Channel Direct system and work over time to reduce reliance on higher commission charging operators.
- p) Recommend and maintain the key functions of pricing, inventory management, forecasting, budgeting, and sales strategy for all market segments.

- q) Evaluate the competition, business trends and modify strategies to improve revenue opportunities.
- r) Assist the Commercial Director with analysis of the viability of new business opportunities with a view to expand the contribution from SLL to RCSEd in line with the medium term strategic plan.

3. Qualifications/Education, Knowledge, Skills and Strengths

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| a) Good level of General Education | Essential |
| b) Excellent understanding of revenue management concepts, processes and systems | Essential |
| c) Knowledge of the Hotel & Events Industries | Essential |
| d) Confident in the use of Office software systems | Essential |
| e) Knowledge of Opera, GDS and yield management systems | Essential |
| f) Influencing and Negotiating Skills | Essential |
| g) Strong analytical skills | Essential |
| h) Good relationship skills | Desirable |

4. Experience

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| a) At least five years revenue management experience in hotels with at least three as Revenue Manager. | Essential |
| b) A strong understanding of statistics and financial management | Essential |
| c) Experience of developing and delivering marketing plans. | Desirable |
| d) Property based management experience. | Essential |

5. Personal Qualities

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| a) Analytical | Essential |
| b) Pro-active and Innovative | Essential |
| c) Excellent communication skills both written and verbal | Essential |
| d) Self starter | Essential |
| e) Strategic | Essential |
| f) Calm & focussed | Essential |

4. General Information

Pension Scheme

There is a Group Company Pension Scheme. Anyone wishing to transfer from an existing Pension Scheme should discuss this option with his or her Financial Adviser.

The Company's retirement age is 65.

Annual Leave

33 working days per annum, this includes 8 public holidays. This will be allocated on a pro rata basis to be taken at a time suitable for a hospitality business.

General

The Company has a no smoking policy.

All posts are offered subject to the receipt of references satisfactory to Surgeons' Lodge Ltd.

All posts are offered on a three-month probationary period basis.

Candidates may be requested to undergo a medical examination.

Salary:-

The salary will be circa £25,000 per annum depending on ability and experience. Salaries are reviewed individually each year.

July 2010