



**EDWARDIAN
HOTELS**
LONDON

Appendix 1: Roles proposed to cease from the business		
Discipline	Roles proposed to cease from the business	
Admin and General	Central Hotel Controller	
	Executive Assistant	
	Human Resources Officer - Admin	
	Recruitment Officer	
Commercial	C&B Sales Co-ordinator	
	Assistant Director of Meetings And Events	
	Commercial Revenue Analyst	
	M&E Sales Coordinator	
	C&B Sales Manager	
	Senior M&E Sales Executive	
	C&B Sales Team Leader	
	Director of Meetings & Events	
	Special Events Sales Manager	
	Meetings & Events Office Manager	
	Assistant Director of Conference Sales	
	M&E Sales Executive	
	Director of Conference & Event Sales	
	London Meetings Consultant	
	Groups Sales Consultant	
	London Meetings Manager	
	May Fair Groups Manager	
	Assistant Groups Manager	
	Group Sales Team Leader	
	Central M&E Sales Manager	
	M&E Diary Manager	
Strategic Relations Assistant		
M&E Planning Manager		
Head Office Sales	Sales Manager	
	Director of Conference Sales	
	Account Director Mice	
	Director of Corporate Sales	
	Head of Business Travel	
	New Business Development Manager	
	Sales Executive	
	Account Director Business Travel	
Head of Online Travel Agent		
Food & Beverage	Business Centre Manager	
	C & B Operations Assistant	
	C&B Operation Team Leader	
	Bar Manager	
	F & B Co-ordinator	
	In Room Dining Manager	
	Meetings & Events Operations Waiter/ess	
	Meetings & Events Operations Striker	
	Meetings & Events Operations Head Bartender	
	Restaurant & Bar Manager	
	Restaurants Manager	
	Senior Expeditor	
	Executive Assistant	
Housekeeping	Laundry Assistant	
	Night Chief House Steward	
	Night Stone & Fabric Care	
	Senior Housekeeper	
Front of House	Assistant Front of House Manager	
	Assistant Head Concierge	
	Central Operation Senior Support Coordinator	
	Customer Service Agent	
	Customer Service Manager	
	Customer Service Team Leader	
	Guest Relations Executive	
	Guest Relations Manager	
	Guest Service Coordinator	
	Guest Service Team Leader	
	Head Doorperson	
	Luggage Porter	
	Night Concierge	
	Night Guest Service Coordinator	
	Night Guest Service Team Leader	
	Night Luggage Porter	
	Night Support Auditor	
	Operation Support Manager	
	Operation Support Team Leader	
	Operations Support Training Supervisor	
	Operations Support Coordinator	
	Senior Guest Service Coordinator	
	Reservation Agent	
	Reservations Supervisor	
	Spa	Assistant Health Spa Manager
		Senior Therapist
		Spa Assistant
Head Office	Assistant Group Internal Auditor	
	Project Manager - Group	
	PA to Operations Director	
Information Technology	Executive Assistant	
	Admin Help Desk Support Tech	



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Appendix 2: Roles proposed to diminish from the business			
Discipline	Position	Redundancy Pool (current headcount)	Redundancy Selection
Admin	Finance Cluster Manager	3	1
Admin	General Manager	12	2
Admin	Group Senior Controller	2	1
Admin	Group Training Manager	2	1
Admin	HR Co-ordinator	2	1
Admin	HR Manager	4	1
Admin	HR Officer	11	4
Admin	Revenue Controller	6	3
Commercial	Director of Sales	7	2
Commercial	Distribution Solutions And Contracts Executive	3	1
Commercial	Revenue Manager	6	3
Commercial	Senior Creative Designer	2	1
Dicetask	Carpenter	9	3
Dicetask	Electrician	5	2
Dicetask	Labourer	7	2
Dicetask	Painter	22	11
Dicetask	Telecom Network Engineer	3	1
F&B	1st Commis Chef	36	16
F&B	Assistant F & B Cost Controller	8	4
F&B	Bar Tender	40	20
F&B	BOH Assistant Manager	3	2
F&B	BOH Manager	6	1
F&B	Breakfast Manager	2	1
F&B	Chef de partie	33	19
F&B	Commis Chef	56	36
F&B	Commis Waiter	117	92
F&B	Demi Chef de partie	40	20
F&B	Executive Head Chef	4	1
F&B	Expeditior	7	3
F&B	F & B Chief Steward	11	5
F&B	F & B Steward	126	71
F&B	F& B Cost Controller - Central Team	2	1
F&B	F&B Reservations Agent	5	3
F&B	F&B Reservations Team Leader	2	1
F&B	Floor Manager	22	8
F&B	Food And Beverage Manager	7	1
F&B	Head Bar Tender	6	1
F&B	Head Chef	10	5
F&B	Head Host/Hostess	6	4
F&B	Head Pastry Chef	3	2
F&B	Head Waiter	26	13
F&B	Hostess/Host	22	19
F&B	In-Room Dining Head Waiter/Ess	3	1
F&B	In-Room Dining Night Waiter/Ess	4	1
F&B	In-Room Dining Waiter/ Waitress	10	2
F&B	Junior Sous Chef	8	2
F&B	Meeting And Events Operations Assistant Manager	2	1
F&B	Meeting And Events Operations Manager	7	6
F&B	Meetings And Events Junior Events Manager	5	3
F&B	Meetings And Events Manager	12	4
F&B	Meetings And Events Operations Head Waiter	12	9
F&B	Meetings And Events Senior Events Manager	7	2
F&B	Bespoke Events & Private Dining Manager	2	1
F&B	Night Chef	3	2
F&B	Night F & B Steward	6	2
F&B	Night F & B Chief Steward	2	1
F&B	Restaurant Manager	5	2
F&B	Senior Chef de partie	22	16
F&B	Senior F&B Cost Controller	3	1
F&B	Senior Sous Chef	12	5
F&B	Senior Waiter	25	9
F&B	Sous Chef	8	2
F&B	Waiter/Waitress	115	36
HO Admin	Commission Controller	5	1
HO Admin	Group Payroll Manager	2	1
Housekeeping	Assistant Head Housekeeper	17	10
Housekeeping	Head Housekeeper	6	1
Housekeeping	Housekeeping Office Coordinator	6	3
Housekeeping	House Chief Steward	12	6
Housekeeping	House Steward	163	83
Housekeeping	Housekeeper	54	39
Housekeeping	Night House Steward	20	8
Housekeeping	Room Attendant	110	73
Housekeeping	Section Housekeeper	256	176
Housekeeping	Senior Head Housekeeper	7	2
Housekeeping	Stone & Fabric Care Assistant	12	6
Housekeeping	Uniform Assistant	2	1
IT	IT System Analyst	6	1
IT	IT Systems Support	9	3
Maintenance	Maintenance Assistant	34	9
Maintenance	Maintenance Team Leader	20	5
Maintenance	Pest Controller	2	1
Rooms	Concierge	14	8
Rooms	Concierge Team Leader	3	1
Rooms	Front Office Manager	11	3
Rooms	Doorperson	13	11
Rooms	Reservations Team Leader	5	3
Rooms	Lobby Manager	14	4
Spa	Intermediate Therapist	9	3
Spa	Junior Therapist	19	13



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Appendix 3: Roles to be introduced due to the re-structuring of departments	
Discipline	Position
Admin	Hotel Operations Manager
Commercial / HO Sales	Events & Groups Diary Manager
	Events & Groups Sales Executives
	Events & Groups Operations Manager
	Events & Groups Planning Manager
	Head of Business Travel & MICE
	Middle East Sales Manager
	Account Director, Entertainment & Sports
	Account Director
Front of House	Lobby Host
	Senior Lobby Host
	Head Host, Lobby Team
	Night Host
	Night Head Host, Lobby Team
	Sequence Manager
	Guest Experience Ambassador
	Senior Guest Experience Ambassador
	Guest Experience Team Leader
	Reservations Specialist
	Senior Reservations Specialist
F & B	Meetings & Events Service Manager
	Training & Development Administrator

Edwardian London Management Services Limited

The administration services company for the Edwardian Hotels, London group

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