

The Royal Borough of Kensington and Chelsea

Head of Investment, Conferencing and Events

Job Outline

Main Purpose of the Job

To lead the Commercial Property Investment and Development teams in managing the Council's Commercial Property Portfolio, providing strategic direction to achieve growth while implementing best practices in line with corporate standards.

To lead the planning and delivery of robust commercial conferencing and events business function incorporating Chelsea Town Hall and Kensington Town Hall.

Key Accountabilities

- Responsibility for delivering income of circa £10m p.a with growth targets of increasing income to £18m p.a by 2020
- Leading all supply chain management activities across Commercial Property Investment, Commercial Property Development and Conferencing & Events. Including procuring and managing external consultants.
- Reviewing, developing and implementing service delivery models.
- Identifying and delivering commercial property development opportunities within the Council's portfolio.
- Developing and delivering the Council's Investment Portfolio strategies

Staff Directly Managed

4

Budget Responsibility 2011/12