

One great place to work





Welcome

Thank you for taking the time to have a look at this brochure.

Chances are you are reading this as you are thinking of applying for a job with One Great George Street. If this is the case I encourage you to complete your application. The fact that you have downloaded this brochure means you are the sort of person who uses their initiative and does their research – just the sort of person we want at One Great George Street. So keep reading.

This brochure aims to give you an overview of who we are, what we do and what it's like to work here.

One Great George Street is part of the ICE Group. The people who make up the ICE Group are from a variety of different backgrounds and bring a wide range of skills to the organisation. The one thing we all have in common is a commitment to excellence, to achievement and to a lively, positive working culture.

At One Great George Street we value our people – their talent, their skills and their time. And to prove it we offer a range of training, generous holidays and attractive benefits rarely found in the hospitality industry.

Please read through the rest of the brochure to find out more about us and why working for this established professional organisation would be a smart career move.

Congratulations on beginning what will hopefully be a long and rewarding relationship with One Great George Street and the ICE Group.

We look forward to hearing from you.

A handwritten signature in black ink that reads "Gary". The signature is stylized with a large, looping 'G' and a trailing flourish.

Gary Payne
Director
One Great George Street

About One Great George Street

One Great George Street is a conference, banqueting, meeting, exhibition and wedding venue located in the heart of Westminster.

Our vision is to be the preferred choice venue in London and we are well on the way to achieving this aim.

One Great George Street is a stylish venue, offering both modern and traditional rooms. We have 19 rooms with a capacity for up to 400 guests, a café bar and a fine dining restaurant serving modern European cuisine. We host a range of high profile events and regularly welcome royalty, politicians and celebrities.

Our business is made up of several different departments: catering, kitchen, house, building services, maintenance, and sales and events. We all work together as a team, dedicated to providing excellent service.



Byron Zabala
Assistant House Manager

I started with One Great George Street in 2002 as a House Steward and have worked my way up to Steward Shift Leader and now I'm the Assistant House Manager. While working here I have done lots of training which has really helped me in my job. I really enjoy working for One Great George Street. It really is an organisation that cares about its employees.



Our impressive building located in the heart of Westminster

Being part of the One Great George Street team

At One Great George Street we know the importance of our team. We rely on their skills, their hard work and their high standards. Without them One Great George Street would not be one of London's great venues.

To show how we value our people, at One Great George Street we offer some of the best benefits, holiday allowance and training to be found in the hospitality industry.

As a member of our team you will:

- receive 25 days holiday a year and you'll get Christmas and new year off
- work an average of 40 – 42.5 hours a week
- be paid for overtime or sometimes have the option to take time off in lieu
- work on average five days out of seven
- be offered a range of in-house and external vocational training
- be provided with a uniform which we will launder

As part of One Great George Street you will have the satisfaction of knowing you are part of one of the best hospitality teams in London – with the benefits to prove it. You'll work in a stunning, grade II listed venue situated near the Houses of Parliament and Buckingham Palace and you'll help host some of the country's most prestigious events.



One of our chefs at work in the new £1 million state of the art kitchen

One Great George Street...part of the ICE Group

One Great George Street is part of the ICE Group. The ICE Group is divided into several different sections:



Thomas Telford Ltd (TTL) is the ICE group's commercial arm. One Great George Street is part of TTL. TTL's main office is based in Heron Quay in London's docklands. As well as running One Great George Street, TTL offers books, journals, training and recruitment to the construction and civil engineering industry. All the money TTL makes is gifted to the Institution of Civil Engineers.



The Institution of Civil Engineers (ICE) is based at One Great George Street. The Institution is a global membership organisation that promotes and advances civil engineering around the world. Civil engineers design, build, maintain and improve the modern world around us.

ICE was founded by a small group of civil engineers in a London coffee house in 1818 and now has over 80,000 members in 152 countries around the world.

Looking to the future

The ICE Group continues to go from strength to strength. In 2007 TTL made its highest profit ever, £3.1m, allowing all ICE Group staff a well deserved bonus.

Now is a great time to become part of the ICE Group; we are more successful and have greater influence and a wider international scope than ever.

When you join the ICE Group you get the best of both worlds – an established, stable institution with nearly 200 years of history, plus a forward-looking and dynamic global organisation.

One Great George Street is a vital part of the ICE Group. By joining one of the ICE Group's biggest assets – its imposing Westminster headquarters – with first class hospitality and events, One Great George Street will ensure the success of the ICE Group continues for years to come.



Izabela Iwasieczko
Junior Functions Supervisor

"I've been working for OGGs for nearly 2 years now, having started as a Senior Functions Assistant I was promoted to a Junior Functions Supervisor after just over a year. I've had lots of training while working at OGGs and I think that if people see you are working well you are given the opportunities to develop yourself. My line manager has been very supportive and helpful, which I found a bit surprising when I started, at other places I've worked they hadn't been!"

Other benefits of working at One Great George Street

As well as the generous holidays, paid overtime and training opportunities offered by One Great George Street, there are a number of benefits of being part of our team:

- Bonus based on organisation performance
- Annual performance appraisals to help develop your skills
- Annual salary reviews
- BUPA private health insurance available at 25% discount
- Pension scheme
- Season ticket loan
- Childcare vouchers

To find out more about these and other benefits go to ice.org.uk/jobs or email hr.recruitment@ice.org.uk.

The benefits listed above are indicative of the total benefits package. When you become part of the ICE Group your contract of employment will specify the benefits available to you.



David Wilkinson
Executive chef

My eight years as executive chef at One Great George Street have been the most professionally rewarding of my career, and I can say without hesitation that this job is unique.

The recently refurbished £1m new kitchen provides excellent working conditions, and when you add to that our commitment to training, communications, teamwork and many other benefits you can understand why I believe this job is so special.

Learning and development

We are dedicated to helping our employees achieve their full potential. We offer a wide range of training, both in-house and externally. If it will help you to carry out your role more successfully, we will fund you to gain new skills or refresh your current ones. To prove this Thomas Telford Ltd have been reaccredited with Investors in People Status



Courses which One Great George Street employees have attended include COSHH, musculoskeletal awareness, basic food hygiene and safety, a variety of wine and spirit education trust courses, cellar management, livebookings training, customer service, first aid, assertiveness skills, time management training and management essentials.

Applying for a job at the ICE Group

Your application

Applying for a post with us is a straightforward process. There are no nasty surprises or hidden agendas - we are simply looking for the best person for the role. We assess this firstly by reading your CV and covering letter and secondly by inviting you for an interview.

CV and covering letter

Please take the time to write your covering letter and update your CV carefully and don't forget to check for mistakes. Read through the job description and address each of the key criteria.

Please email your covering letter and CV to hr.recruitment@ice.org.uk or post to: The Institution of Civil Engineers, Human Resources, One Great George Street, Westminster, London SW1P 3AA.

Assessing your application

Your application will be compared against a set of criteria based on the requirements for the role. A selection of candidates will then be invited for an interview and this is where you get the opportunity to tell us more about your experience and why you are suitable for the job. It's also your opportunity to ask us questions – what will your responsibilities be, what are the other people in the team like, how do we envisage the role developing?

When you come for an interview we may also ask you to carry out a short test based on the requirements of the job you have applied for. Depending on the role you have applied for you may also be asked back for a work trial.



The entrance hall

Special requirements

The ICE Group takes its responsibilities for a safe working environment seriously and actively promotes good health and safety practice. As part of this commitment we encourage you to let us know prior to interview if you have any special requirements which we need to accommodate. If you are invited to participate in the selection process and require any assistance to do so, please email hr.recruitment@ice.org.uk or contact the HR team on +44 (0) 207 7665 2153 specifying your requirements in terms of special facilities or reasonable adjustments and we will do our utmost to meet your needs.

Data protection

Your CV will only be seen by people at the ICE Group who are involved in the selection process and will be used to determine if you have the appropriate skills and experience for the role that you have expressed an interest in.

Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. By submitting an application, you agree that we may process your data under the Act.

Thank you

Thank you for taking the time to learn more about the ICE Group. We hope to have the opportunity to meet you soon and discuss the many advantages and rewards of becoming part of the ICE Group.



President's dining room arranged for a business meeting

