

## JOB DESCRIPTION (NON-ACADEMIC)

*Leadership for a better world*

### I. Job Information

<b>Job Title:</b>	Government Affairs and Public Relations Officer
<b>Job Grade:</b>	G4
<b>Department:</b>	Government Affairs
<b>Duration of Appointment:</b>	Fixed term of 2 years, subject to extension
<b>Line Manager's Job Title:</b>	Chinese Principal

### II. Job Specification

#### Main purpose of job:

Directly reporting to manager of Government Affairs and Public Relations, mainly focus on BABSSCo summer programs and supporting CC and provide assistance to the line manager.

This person in this role is responsible for conveying Harrow's mission, vision and strategies to Government, family and student throughout their daily interactions with them.

#### Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:

Key areas of accountabilities (Usually 3 to 8)	Main duties & responsibilities to support achieving accountabilities	% of time (no more than 100%)
1.	- To organize Harrow Shenzhen students and staff to participate into BABSSCo summer programs	40%
2.	- To facilitate communications with students' parents, to help them navigate the school system and appreciate the culture and the tradition of Harrow Shenzhen.	20%
3.	- To Work closely with Government Affairs at City Campus to support daily work, document submitting, licensing review, inspection from EDB, attending meetings and other relative public occasions organized by local authorities.	20%
4.	- To help the Admissions in various capacities related to the promotion of the school and the recruitment of new students.	5%
5.	- To Work closely with Marketing for the promotion of the school, to provide help whenever they need.	5%



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6.	- To provide assistance to the line manager when necessary.	10%
<b>Resources managed – line management and financial resources:</b>	Line management: Nil	
	Financial resources managed: Nil	
<b>Key working Relations and network</b>	<b>Internal:</b> - City campus - HR - Marketing team - Admission team - Academic administration support team - Operation team - Finance	
	<b>External:</b> - Friends of Harrow - Parents - Local government and educational authorities	
<b>Key performance indicators for this position (KPIs):</b> - Satisfaction of parents on messages delivered to them. i.e. efficiency and accuracy in communicating key school messages to parents - Numbers of complaints and praises from parents - Quality of messages conveyed to parents and government authorities through various channels - Quality of report writing and data collected including translation between Chinese and English - Selection of right channels for right messages - Collaboration effectiveness with academic staff, marketing, HR, Finance and admission staff – feedback from them-		

### III. Person specifications

#### 1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Making a positive contribution to the community
	Using knowledge with compassion
	Solving problems collaboratively
	Solving problems creatively
	Making just and responsible choices
	Facing challenge with determination

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#### 2. Functional Competencies to be demonstrated by the jobholder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

#### 3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

##### Minimum Academic Degree required

- Bachelor's degree in communication, public relations or relevant areas.

##### Professional skill and knowledge required

###### Mandatory

- Knowledge of various channels of communication with external stakeholders, i.e. newsletters, we-chat etc.
- In-depth understanding of academic curriculum adopted by Harrow school worldwide
- Knowledge of cross-culture communication
- Knowledge of health and safety issues of students
- Strong report writing skills

##### Experience

###### Mandatory

- At least 2 years' work experience in an international school environment or similar educational sector focusing on communication and student services area.

###### Desired but not mandatory

- Experience in fields of government affairs or in marketing and public relations.

##### Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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#### **IT Skills**

##### **Mandatory**

- Microsoft Office and knoweldge of relevant softwares.

#### **IV. Other job-related or local special factors not mentioned above:**

1. Non – crirical record issued by police authorities must be provided by the selected candidate.
2. Harrow Shenzhen is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

##### 3. Travel frequency

- No travel required**       **Occassional travel required**       **Frequent travel required**