

## Head of Government Affairs Job Description

<b>Job Title:</b>	Government Affairs Officer
<b>Line Manager:</b>	Head of Government Affairs

### Purpose of Job

To support government affairs daily operations.

### Duties and Responsibilities

1. 根据集团业务及规划，建立有建设性的、高效的政府关系网络，建立完善与政府机构沟通机制；
2. 制定政府公关工作计划，负责政府关系开拓和维护；
3. 拓展政府资源，为集团业务取得政府支持，营造良好的商业运营环境；
4. 密切关注政府相关政策的现状及变动，为集团业务运营和重大决策提供意见和建议；
5. 负责跟进政府项目执行，协调及接待工作，起草公务宣传信息稿件；
6. 代表集团参与相关公共事务活动，提升集团在各界层面的认知度及品牌形象；
7. 协助学校申请相关经营资格或证照；
8. 灵活处理各种应急事宜，具备一定应急公关能力，建立完善公关预警机制，避免潜在的政府公关危机；
9. 负责撰写活动策划案及细化活动执行流程，制定具体实施执行方案；
10. 负责各种公文、新闻稿件的采写；
11. 上级安排的其它工作内容。

### Requirements

1. 本科及以上学历，5年以上工作经验，熟悉教育培训行业特性及合规需求，有丰富的政府资源，特别是教育类；
2. 熟悉各级政府部门的工作流程及办事方式，有丰富的政府公共事务经验；
3. 具有丰富的谈判技巧和关单能力，熟悉政府单位的工作风格。
4. 具有良好的交际应酬能力，较强的观察力和应变能力，优秀的人际交往和协调能力；
5. 文字能力强，有较高的材料整合能力，表达能力强；
6. 抗压能力和应变能力强，执行力强，忠诚度高，具有较强的责任心和敬业精神；
7. 英语听说读写流利。

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*