

JOB DESCRIPTION

Board of Education Liaison and Administration Officer

JOB TITLE:	Board of Education Liaison and Administration Officer
LINE MANAGER:	Head

PURPOSE OF JOB

To ensure that Harrow Appi school follows requirements and instructions from Iwate Board of Education and the Prefectural government related to the school license in a timely and effective manner. To be the coordinator of associated reporting processes with the school, AISL Head Office in Hong Kong and Prefectural authorities. In addition, the role holder will be a member of the school's Administration Team and will have related duties.

1. Assist the school in all reporting related to the school license (gakko hojin) as required by the Iwate Board of Education and the Prefectural.
2. Ensure active follow-up on outstanding reports to be filed with various departments, responding to queries from authorities in a timely manner.
3. As directed by the Head Master, the Head of Operations and the AISL-Harrow group, establish a constructive and efficient government relationship network, maintaining positive and productive dialogue with appropriate agencies and with local partners;
4. Coordinate reporting to local authorities through regular communication with AISL Head Office in Hong Kong and the school's Senior Leadership Team.
5. Accompany the Head and other senior staff to meetings with government officials and facilitate conversations for smooth representation of Harrow Appi in those meetings.
6. Maintain awareness of changes in relevant government policies, providing timely opinion and advice re any implications for Harrow Appi operations;
7. In close cooperation with the Head and senior staff, identify and share new policies and procedures to create awareness of requirements among staff and support compliance.
8. Establish and maintaining an early warning mechanism in relation to potential regulatory/governmental brand risks, assisting the school in any response to emergency matters or public relations crisis; ensure all correspondence with the local government is in line with Harrow policies and records are retained in organized manner.
9. Prepare and share regular progress reports with internal stakeholders.
10. Work within the Administration Team, including but not limited to, translation and interpretation, dealing with vendors and suppliers, ordering, maintaining facilities and supporting the work of the school. At times the scope of work for licensing will be less and at these times there will be a greater focus on general administration work.
11. Other work assigned by the Head of Operations.

REQUIREMENTS

1. Bachelor degree or above, with 3-5 years of work experience, familiar with the characteristics of the education and training industry and related compliance requirements; ideally have an established network of government connections, especially in education;
2. Familiar with the working process and working methods of government departments at all levels, with experience in government public affairs;
3. Excellent communication skills, adaptability, resilience, excellent interpersonal communication and coordination ability;
4. Diplomatic nature, excellent negotiation skills plus negotiation experience.
5. Native Japanese speaker with excellent written and spoken English..
6. Strong adaptability, able to work under pressure, sense of responsibility and professionalism.