



HARROW
BEIJING

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	Facility Officer
Department:	Operations
Grade	G4
Line Manager's Job Title:	Operations Manager

II. Job Specification

Main purpose of job:

H&S Officer is engaged in hygiene, safety and environment related work in Campus. His/Her main work is to maintain HSE standard operation procedure (SOP) and Local operation procedure (LOP) based on industry standard and national act, take part in HSE related project, daily operation and make corrective plan, follow up on HSE issue and prepare monthly report, etc.

As the H&S Officer you will be responsible for the initiating, planning, executing, monitoring & controlling and closing HSE matters. The detail is listed as below:

1. Deploy HSE SOP and LOP based on industry standard and national laws in campus.
2. Support daily operation and monitor HSE related issues.
3. Assist on corrective plan and implementation.
4. Summarize daily work and make a monthly report.
5. Take part in the HSE committee.
6. Make HSE training plan for Harrow employees and the third party staff.
7. Other Facility matters.

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	Main duties & responsibilities to support achieving accountabilities	% of time
1. Critical Environment Management	<ul style="list-style-type: none">- On site safety inspection performance, make sure all HSE potential issue are identified and corrective timely.- Deploy HSE SOP and LOP in campus.- Track HSE issue and make improvement plan.	30%
2. Facility Operations	<ul style="list-style-type: none">- Cooperate with facility officers to improve the safety in working process.- Submit monthly report to campus manager accurately and timely.	25%



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3. HSE Management	<ul style="list-style-type: none"> - Coordinate a risk management program which identifies major HSE risk. - Ensure data integrity of all information loaded into systems and comply with the audit process from time to time; - Ensure disaster recovery and business continuity planning is implemented and maintained - Ensure SOP&LOP are in place and observed for incident and problem reporting including advice to the account team and insurance company. 	30%
4. Staff training	<ul style="list-style-type: none"> - Safety training for employees and the third party periodically. - Training material collection and implementation. - Training record filing. 	10%
5. Reporting & Others	<ul style="list-style-type: none"> - Provide other support assigned by line manager 	5%
Resources managed – line management and financial resources:	Line management: Facility Manager	
	Financial resources managed: Facility management budget	
Key working Relations and network	Internal: -All staff members	
	External: - Pupils - Vendors	
Key performance indicators for this position (KPIs):		
<ul style="list-style-type: none"> - HSE potential risk identification and tracking. - Risk Management in Harrow. - Customer satisfaction. - Filing and Records 		

III. Person specifications

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

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources



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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:

<u>Minimum Academic Degree required</u>				
- Bachelor degree or above in engineering and environment related.				
<u>Professional skill and knowledge required</u>				
- Knowledge/experience of building services – boilers, heating, lighting, sewage, plumbing etc.				
- Working experience on HSE management in factory/school.				
- Sound understanding of Health & Safety regulations and practise.				
<u>Experience</u>				
- Minimum of 3 years working in similar position.				
- Have experience in facility management industry.				
<u>Language</u>				
	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 checked="" type="checkbox"/>	<input type="checkbox"/>
<u>IT Skills</u>				
- Microsoft Office and knoweldge of relevant softwares.				

4. Other job-related or local special factors not mentioned above:

4.1 Non – crimal record issued by police authorities must be provided by the selected candidate.
4.2 Harrow Beijing 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.
4.2 Travel frequency
<input type="checkbox"/> No travel required <input checked="" type="checkbox"/> Occasional travel required <input type="checkbox"/> Frequent travel required

Jobholder's signature		Date	
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