



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: Consultant -Special Projects, Director’s Office</b>	<b>Department: Admin</b>
<b>Reports to: Director</b>	
<p><b>Role:</b> The incumbent will handle a broad and diverse range of responsibilities and assignments both internally and externally. Will support the Director in ideation, articulation, formulation and implementation of special projects. Key working relationships for the Consultant of Special Projects include working with the school’s leadership team, with the Executive Assistant to the Director and collegial working relationships with staff across the school. The role will require coordination with external consultants.</p> <p>The Consultant will embrace attributes of adaptability and flexibility as the specific duties and responsibilities will evolve based on both the skills of the incumbent and the changing circumstances at the school.</p> <p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Conduct background research and analysis and prepare briefing and advance materials to support the Director’s broad range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent, and thorough will be essential.</li> <li>• Identify new projects and opportunities and make a business case.</li> <li>• Support the Director in special projects by assisting with meeting material preparation, as appropriate; by working collaboratively with those who assist and support the board; and by attending selected meetings involving various stakeholders for implementation and follow-up purposes.</li> <li>• Assist in brainstorming, design, and execution of new projects that could range across the portfolio of the Director’s activities. These will be critical projects as part of the school’s strategic priorities.</li> <li>• Efficiently manage new projects with agility and flexibility as they arise.</li> <li>• Help to manage the Director’s stakeholder engagement plan. This will include helping to create and maintain a global list of leaders to engage periodically, research on organisations and leaders, and support in meeting messaging and follow up.</li> </ul>	

- Will lead the day-to-day execution of projects and take ownership of the overall project and its end products.
- Assist with the creation of presentations and other key communication products, authored by the Director. Work closely with the communications department on preparation for speeches, presentations, articles, publications, and other communication materials. Support the Director's engagement with communications, planning and strategy development and draft selected materials for the school website.
- Remain abreast of key trends and developments relevant to programme areas of the school and developments in the education sector both domestic and international. Share key reports, articles and sources with the Director or other relevant school staff. Prepare summaries of key reports for circulation to the leadership team.
- Serve as liaison between the Director and key staff to ensure clear lines of communication, sharing of resources and information for special projects and initiatives as needed.
- Assist with other duties and projects, as assigned by the Director from time to time.

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role. The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

#### **Qualification and skills**

- MBA from a Tier 1 Institution.
- Work experience as a consultant for 2-3 years at a consulting firm.
- Strong analytical skills.
- Strong inter-personal skills.
- Proficiency in written and spoken English
- Proficient in MS Excel, Word, and PowerPoint.

#### **Personal Attributes**

- Ability to deal with multi-cultural clientele.
- Positive attitude and a team player.
- Ability to lead and work collaboratively in a team while supporting an inclusive environment across levels.
- Commitment and desire to assume greater responsibilities.



- Able to network with individuals within and outside the organisation.
- Pro-active with the ability to anticipate and organise.

**Competencies:** Will follow Admin staff competencies.

**PS: You may be required to support other offices in case of emergency or whole school events.**

### ***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*