



Job Description

Position: Head of Civil & Building

Accountable to: Head of Operations

Your Professional Duties: The Head of Civil & Building is responsible for the effective maintenance and development of the School's buildings, grounds, utilities, vehicles and machinery. Develop the ethos of the Senior School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication

Leadership

Thinking

Integration

Engagement

Resilience

General Statement of Responsibilities

Planning and Organising

- Manage, develop and implement, in conjunction with the Enrichment Director/Head of Operations, a rolling 5-year strategic maintenance plan for the School
- Manage the staff of Civil & Building in organising and scheduling of work, provision of advice and guidance on policy and procedures
- Manage and coordinate CAPEX bids/quotes which relate to Civil and building requests
- Appointment, appraisal, training and development of School's Civil & Building Department staff
- Plan and manage agreed minor and major projects to ensure they are completed to a high standard and are delivered on time and within budget
- Liaise with external agencies as necessary
- Comply with all relevant statutory and regulatory requirements
- Comply with the requirements by local authority
- Work with the Purchasing Department in sourcing the best quotes/prices for maintenance supplies or maintenance works
- Assist in the development of strategies for energy and environmental conservation and for waste management
- Ensure the Estate Department's documentation is complete and up-to date
- Provide a prompt and effective response to maintenance problems



Problem Solving

- Manage the Civil & Building team and resources in a manner that enhances their efficiency, effectiveness and leads to a smooth flow of process, procedures and operations
- Resolve facilities problems with support for the Head of Operations
- Provide an outstanding level of support to the needs of teaching staff and, in so doing, gain their respect and appreciation

Key Contacts/ Relationships

- Discuss and provide advice on school policies when requested
- Represent the School at various meetings which involves Estate management
- Other duties as specified from time to time by the Line Manager

PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups



Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development
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