香港李寶椿聯合世界書院

Li Po Chun United World College of Hong Kong (LPCUWC)

Director of Administration (Full-Time)
(to commence as soon as possible)

About the College

Li Po Chun United World College of Hong Kong (LPCUWC) is a proud member of the global United World Colleges movement (www.uwc.org). Located in Hong Kong, our fully residential campus brings together 260 students from over 95 countries, the vast majority of whom attend on scholarships.

LPCUWC delivers a transformative, holistic educational experience anchored by the International Baccalaureate (IB) Diploma Program and supported by extensive experiential learning, outdoor education, and community service initiatives.

The Opportunity

We are seeking an experienced, strategic, and dynamic **Director of Administration** to oversee campus operations, organizational governance, and administrative leadership.

Working closely with the Head of College, the Director of Administration will play a pivotal role in advancing our sustainability initiatives, leading eco-friendly facilities management, driving green campus operations, and ensuring our physical infrastructure aligns with our commitment to a sustainable future.

How to Apply

To view the full job description and access the official application form, please visit our website at www.lpcuwc.edu.hk

Candidates who have previously applied for this position need NOT reapply.

Applications and inquiries should be submitted to: job@lpcuwc.edu.hk

Personal data provided by applicants will be used strictly for recruitment purposes at Li Po Chun United World College and will remain confidential.

Director of Administration
Job Description

Role Summary	The Director of Administration will play a pivotal role in advancing our sustainability initiatives, leading eco-friendly facilities management, driving green campus operations, and ensuring our physical infrastructure aligns with our commitment to a sustainable future. As a Member of the Senior Leadership Team of the College; this role includes leading and managing the administration and human resources aspects of the College operation. Advise and inform the School Principal on administration and human resources issues. The appointee also acts as the Board Secretary.
Main Accountabilities	**College Board of Directors/Sub-committees** ▪ Attend meetings and take minutes. ▪ To coordinate the Tender Board Meetings and Campus Development Sub-committee Meetings on behalf of the Principal. ▪ Seek legal advice on school issues as appropriate. **Administrative Functions** ▪ Responsible for about 50% of the overall school budgets. ▪ Collate, prioritise, administer and control the operating and capital budgets. ▪ Prepare and implement the Administration Development Plan, ensuring that this meets the strategic goals of LPCUWC. ▪ Obtain quotations or carry out tender exercises for all administration procurement. ▪ Negotiate and prepare contracts with outside parties e.g. catering, swimming pool, sewage plant, insurance companies, maintenance contractors. After appointment, monitor their works accordingly. ▪ Follow up works on building /renovation projects from time to time ▪ Responsible for hiring out of College facilities and oversee summer programmes jointly with the Development Office. ▪ Liaise with the appointed Caterer from time to time and responsible for the catering operation on campus. ▪ Liaise with government departments as required e.g. Education Bureau, Police Liaison Officer, Building Department, Environment Department etc. ▪ Work with the Principal to overview the Non-teaching Staff Appraisal process. **Personnel Functions** ▪ Oversee the work of the Administration & Facility Executive Officer, Maintenance Supervisor, with a team of 17 maintenance staff. ▪ Supervise and oversee the Security team of 8 security guards, as well as an Administrative Secretary and an Office Assistant. ▪ Act as the direct line manager and/or sideline manager for 6 General Office staff. ▪ Human resources management including recruitment, contract preparation and record keeping for all non-teaching staff, together with the annual update of the Non-teaching Staff Handbook.

	▪ Support teachers' recruitment including handling qualification assessment, teacher registrations, and providing assistance in the areas of settling in and departure of teachers. **Any Other Duties** ▪ Perform any other duties as assigned by the School Principal.
Typical reporting relationship	School Principal and when necessary/appropriate the Chairman of the Board and School Supervisor
Development / Training to support role competencies	<u>Development activities</u> To be negotiated as part of the performance management process. <u>Relevant courses</u> To be negotiated as part of the performance management plan.

Director of Administration

Job Specification

Minimum typical education	Undergraduate Degree
Minimum typical experience	Minimum 6 years of administration experiences
Core Professional / Technical competencies required	<u>Abilities</u> Ability to make decisions, use initiative and take responsibility for tasks. Ability to work cooperatively in a team and take responsibility for individual projects. Strong organizational and management skills. Ability to communicate effectively, in person and in writing. Share the vision and values of the UWC movement. Experience in leading a team. <u>Knowledge</u> Some knowledge and understanding of philanthropy in education. Some understanding of the educational environment.
Core Soft / Transferable Competencies required	♦ Trilingual is an asset with spoken Cantonese, Putonghua and English; Written English and Chinese; ♦ Engaging and confident personality. ♦ Positive can-do attitude. ♦ Ability to network and influence at the highest level. ♦ Able to handle sensitive and confidential information tactfully and with integrity. ♦ Results driven and delivery focused. ♦ Excellent time management, organizational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.