

## Leadership Posting

### Director of Facilities Management Hong Kong International School *Hong Kong*

Application Deadline: June 30, 2021  
Start Date: Immediate Effect



## Hong Kong International School



**This is an opportunity to lead Facilities Management for one of Hong Kong's most prestigious and well-established international schools, the Hong Kong International School (HKIS).**

Founded in 1966, HKIS is one of Hong Kong's oldest international schools, and it continues to set the standard in Asia for an American college-preparatory K-12 education. HKIS is home to approximately 2,840 students from over 40 different nationalities and 550 faculty and staff across two campuses in Reulse Bay (Lower and Upper Primary) and Tai Tam (Middle and High School).

HKIS has begun its long-term Master Facilities Plan to upgrade and build best-in-class facilities to support student learning at every stage of education. From its renovated Lower Primary School and Upper Primary School which reopened in August 2017 and August 2018 respectively, the Master Facilities Plan will also see the addition of a Performance Hall, Student Activities Center and more. HKIS wants to make sure that students have the spaces they need to reach their full potential from Reception 1 through Grade 12. Information about the HKIS Master Facilities Plan may be found [here](#).

### **About the role**

The Director of Facilities Management will lead the Department of Facilities Management at HKIS and will serve as a member of the HKIS Schoolwide Leadership Team.

The Director will be responsible for the day-to-day management, maintenance, safety and security of the physical plants, academic facilities and building systems of the HKIS campuses and staff quarters to established industry standards. In total, HKIS facilities cover a gross floor area over 1,000,000 square feet. The Director will also be responsible for planning and supervising the construction of new projects, including the development of two sites adjacent to the Tai Tam campus. The first will be home to a Student Activity Center ("Site A"), and the second will be a Teaching, Learning and Innovation Center ("Site B"). Site A will house all of our Middle and High School athletics programs, opening up space in the current Middle and High School to develop an arts wing.

To achieve these goals, the Director of Facilities Management will work collaboratively with academic and administrative leaders across the School to ensure the smooth day-to-day management of school facilities as well as the delivery of projects under the HKIS Capital and Master Facilities Plans.

## Selection criteria

HKIS is seeking to identify senior professionals who will bring to the role a balance of technical expertise and leadership skills and experience. Experience within the K-12 education sector is preferred but not required.

Specific qualifications sought include:

- Professional degree in Architecture, Engineering or Building Management. Member of a recognized professional institute or relevant years of experience.
- 15 or more years in a senior role overseeing facilities management with multiple areas of responsibility in a large institution or corporation with accountability for goals.
- Experience in leading major renovation and construction projects with demonstrated success in completing them on time and within budget.
- Experience in strategic planning.
- Strong communication and interpersonal skills with the ability to collaborate and communicate effectively with a diverse group of stakeholders, including students, parents, teaching and administrative staff, Board members and members of the Facilities Management team.

## How to apply

Interested candidates please visit our website (<https://www.hkis.edu.hk/careers/job-openings-faculty-administration>) for application. The deadline for applications is Wednesday, 30th June, 2021.

We invite you to learn more about our school at [www.hkis.edu.hk](http://www.hkis.edu.hk)

***We look forward to hearing from you!***

*We are an equal opportunity employer and welcome applications from all qualified candidates. Information provided will be treated in strict confidence and used only for recruitment purposes.*

*Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.*

*As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website*

<http://www.perrettlaver.com/information/privacy>

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