

Job Description

Job Title:	Chief Executive Officer/Programme Director
Group:	Operations
Organisation:	CfBT Education Services (B) Sdn Bhd
Reports to:	Chief Operating Officer and Board of CfBT Education Services (B) Sdn Bhd
Responsible for:	Programme and Delivery Teams
Usual office base:	Bandar Seri Begawan, Brunei

Job Purpose:

To act as the leading executive of CfBT Brunei Services (B) Sdn Bhd, with reporting accountability to the Board of Directors of that Company as well as Education Development Trust (edt). Ensure all businesses in Brunei meet financial, operational, and educational impact targets, and serve as the senior point of contact for all clients in Brunei, particularly the Ministry of Education. Lead the Senior Management Group to optimise high performance, ensure full and effective delivery of the English Language Teaching Project (ELTP) and contribute to long-term strategic success by raising the profile of CfBT in the South East Asia region.

Job Objectives:

- 1 Provide overall leadership and management of all CfBT's activities and business development operations in Brunei, ensuring that corporate targets are achieved and that a high-performing, integrated team is built in country.
- 2 Manage operations within the company to ensure that projects deliver educational impact and financial returns and that all support functions contribute to the effective and efficient delivery of services.
- 3 Oversee and take accountability for the educational delivery of ELTP, ensuring the quality of educational impact is delivered. Ensure delivery plans are informed by

evidence of education impact from edt and the wider education sector, and apply learning as appropriate.

- 4 Lead and develop strategic relationships with the Ministry of Education, the Board of Trustees and other key stakeholders, representing CfBT and edt effectively and credibly at external facing meetings.
- 5 In collaboration with clients, negotiate and establish clear annual targets for educational impact, including but not necessarily limited to any targets specified in contracts of service.
- 6 Lead a smooth transition and handover of the secondary teaching contract to the Ministry of Education. Ensure all resources and learnings are transferred to the Ministry and support the performance and motivation of secondary teachers as they transition from CfBT Brunei.
- 7 Be accountable for and embed a clear commitment to safeguarding and health and safety risk management in all departments of the Brunei businesses. Adhere to edt's safeguarding and child protection policies and reporting procedures, ensuring the safety, health and well-being of children and students is maintained at all times.
- 8 Report to the Company Board and to the edt Executive Team on operational, educational and financial impacts and ensure compliance with Brunei regulations and UK reporting requirements.
- 9 Set and meet profit and loss targets in conjunction with CfBT's Board of Trustees and edt and oversee commercial and financial reporting, minimising fiduciary risk.
- 10 Grow and develop company businesses within Brunei and the region as set out in an agreed strategy.
- 11 Manage corporate governance such that systems and processes are robust and fit for purpose. Ensure financial controls and cyber security are in place and that operational reporting is meaningful and accurate.
- 12 Play an active role in the wider edt Senior Operational Management team, contributing to the Chief Operating Officer's report, utilising the business management systems and engaging in the strategic planning process.

Scope

The role is fully based in Brunei with some travel required.

Person Specification:

Knowledge

Essential

- Bachelor's degree in in Business, Education Management, Economics or other relevant field
- Knowledge of Brunei Darussalam or the South East Asia region, including sound understanding of the Asian cultural context
- Education knowledge in one or more of the following areas – teaching English as a foreign language, education policy, teacher development, school leadership
- Knowledge of the UK child protection frameworks and statutory requirements, including Department for Education safeguarding statutory guidance

Desirable

- Postgraduate qualification
- Knowledge of effective professional development strategies and how this impacts on student learning
- PGCE or equivalent and QTS or similar licence to teach mainstream school.
- Knowledge of the teaching and learning of ESL/EFL In mainstream primary or secondary education.

Experience

Essential

- Demonstrable experience managing negotiations in a political environment and in developing effective relationships with Ministry officials within South East Asia.
- Strong financial and commercial experience of managing large contracts and budgets and the business acumen to monitor financial performance and achieve efficiencies. Experience of business planning.
- Proven experience in developing networks across the Asian region.
- Experience of leading and managing multi-disciplinary teams for organisations or programmes focused on education to meet or exceed delivery targets and achieve client satisfaction
- Extensive experience in operational management both on a strategic and day-to-day level
- Proven ability to understand, interpret and analyse varied reports and data and to present complex issues and data to a range of audiences.
- Experience of living and working in the Asia region

Desirable:

- Experience in organisational change and restructuring

Skills

Essential

- Excellent interpersonal, influencing, negotiation skills and wider stakeholder management skills.
- Skills in discretion and in being culturally sensitive in a Brunei/SE Asia setting
- Well-developed strategic and analytical thinking skills. Ability to be flexible, assimilate new information quickly in a problem-solving environment.
- Strong financial and commercial acumen skills
- Ability to provide strong leadership and manage others to deliver educational and commercial outcomes.
- Ability to represent the organisation confidently and appropriately and to network at the highest level.
- Outstanding verbal and written communication skills with the ability to present and engage a wide range of audiences, including the Ministry of Education, Board Members, Trustees, and ed leadership

Commitment to Safeguarding

A commitment to safeguarding and promoting the welfare of children is essential. Specifically:

Personal Professional Qualities

- Must have a clear commitment to safeguarding children and young people in all circumstances.
- Must have a clear commitment to implementing and adhering to CfBT's safeguarding policies, including the Safeguarding Code of Conduct, ensuring the health and well-being of children/students is maintained at all times.

Our Values



CfBT Brunei and Education Development Trust are committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by edt's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.