

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Project Fellow/Postdoctoral Fellow/Project Associate/Project Assistant (Full-time/Half-time/Part-time) (Ref. 18061204)

[Appointment period: six months initially, with possibility of further appointment]

Duties

The appointee will assist the project leader in the project - “Engaging in workforce health for healthcare workers at nursing homes”. He/She will be required to:

- (a) provide overall coordination and support to the project;
- (b) liaise with nursing homes, staff members and students regarding the development, implementation and evaluation of the project;
- (c) assist in the coordination of nursing home visits and logistics arrangement for the project implementation;
- (d) provide guidance to undergraduate students to facilitate their learning;
- (e) monitor and follow up on the progress of the project;
- (f) develop and implement the data collection instruments (both quantitative and qualitative);
- (g) conduct literature review and focus group interviews;
- (h) conduct various workforce health related activities;
- (i) input, analyse and manage the project’s quantitative and qualitative data;
- (j) assist in preparing manuscripts for publications;
- (k) assist in preparing progress and final reports of the project; and
- (l) perform any other duties as assigned by the project leader or her delegates.

Qualifications

Applicants for the **Project Fellow** post should have a doctoral degree with at least three years of postdoctoral research/project experience or equivalent qualifications and experience.

Applicants for the **Postdoctoral Fellow** post should have a doctoral degree or an equivalent qualification and must have no more than three years of post-qualification experience at the time of application.

Applicants for the **Project Associate** post should have a master’s degree or a good honours degree with at least three years of research/relevant work experience.

Applicants for **Project Assistant** post should have an honours degree or an equivalent experience.

Applicants should also have:

- (a) experience in project coordination and health promotion;
- (b) an understanding of project execution in an environment like an educational institution;
- (c) a strong sense of self-motivation, and be responsible and able to work independently;
- (d) knowledge of research skills and ethics;
- (e) knowledge of computer applications such as SPSS, SAS, NVivo and Microsoft Office software such as Excel, Word, etc.;
- (f) good interpersonal and communication skills; and
- (g) a good command of both written and spoken English and Chinese.

Preference will be given to those with experience in managing teaching development project at the university level.

Applicants are invited to contact Dr Kin Cheung at tel no. 2766 6773, fax no. 2364 9663 or email kin.cheung@polyu.edu.hk for further information.

Remuneration

For full-time and half-time appointment, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointment, the remuneration rates are HK\$354 per hour for the post of Project Fellow, HK\$341 per hour for the post of Postdoctoral Fellow, HK\$162 per hour for the post of Project Associate, and HK\$113 per hour for the post of Project Assistant.

12 June 2018