

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Section Head (Campus Sustainability) (Ref. 21091715-E2)

Duties

Reporting to the Director of Campus Facilities and Sustainability, the Section Head (Campus Sustainability) is responsible to lead the Campus Sustainability Section in formulating and implementing the initiatives on campus sustainability to meet the strategic needs of the University. The incumbent will be required to represent the University to participate in activities related to campus sustainability organized by external parties.

The appointee is also required to:

- (a) lead a team of professional staff in devising major sustainability initiatives and targets to meet the strategic needs of the University;
- (b) provide leadership in formulating and implementing programmes to advance the strategic objectives on sustainability performance including defining key performance indicators in focus areas and monitoring the progress;
- (c) actively pursue collaboration with academic staff in the University and apply the research outputs on campus for contributing to achieve the campus sustainability targets and development of a sustainable campus;
- (d) draft sustainability policies and guidelines for all campus developments and operations as well as advise and work with stakeholders for its implementation;
- (e) work closely with both academic and non-academic units in co-ordinating and facilitating the implementation of sustainability initiatives and programmes, including cultivation and engagement of stakeholders of the University for nurturing green living culture;
- (f) serve as the representative of the University to participate in joint collaborations with other UGC-funded institutions and organizations for cultivating support from stakeholders in advancing campus sustainability objectives; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Sustainability, Building Engineering, Environmental Engineering or a related discipline;
- (b) have proven managerial experience in devising and implementing sustainability initiatives programmes and projects gained in sizeable organizations;
- (c) be proficient in environmental regulations and global sustainability trend;
- (d) have outstanding leadership and problem-solving skills, with strong sense of responsibility and the ability in managing multiple projects;
- (e) be creative, adaptive, highly motivated and result-oriented;

(f) possess an open mind-set for change, new technologies and innovation; and

(g) have an excellent command of both written and spoken English and Chinese, with proficiency in Putonghua.

Preference will be given to those who possess BEAM (Building Environmental Assessment Method) Professional and/or LEED AP (Leadership in Energy and Environmental Design Accredited Professional) qualifications.

Shortlisted candidates will be invited to sit for a written test.

Applicants who have responded to the previous advertisement need not re-apply.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 24 September 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

17 September 2021