

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CAMPUS DEVELOPMENT OFFICE**

### **Post Specification**

**Associate Director of Campus Development** (Ref. 21101507-IE)

### **Duties**

The appointee will be required to:

- (a) assist the Director of Campus Development in policy setting, planning and development of the University's buildings and facilities;
- (b) lead a team of professional and technical staff to plan, oversee and monitor the development of Capital, Alterations, Additions & Improvements (AA&I) and Alterations and Additions (A&A) projects from inception to completion including project planning and design, cost budgeting, works quality and programme control, and handover of completed development to users;
- (c) oversee the procurement process for the appointment of consultants and contractors for Capital, AA&I and A&A projects, as well as manage/monitor the performance of consultants and contractors to ensure the projects are delivered on time, within budget and in compliance with the University's quality and safety requirements;
- (d) liaise with service units and user departments of the University, the Government and external bodies on Capital, AA&I and A&A projects;
- (e) manage all matters relating to space planning, control and management;
- (f) review and improve the Office's Quality Assurance System;
- (g) establish and maintain University standards relating to building design and collaborate with the Campus Facilities and Sustainability Office and the Health, Safety and Environment Office as necessary; and
- (h) perform any other duties as assigned by the Director of the Office or his delegates.

### **Qualifications**

Applicants should:

- (a) have a recognised degree or above in Architecture, Building, Civil/Structural Engineering or a construction-related discipline plus not less than ten years of managerial experience at senior level;
- (b) have a relevant professional qualification and extensive experience in building design, project planning, administration and management as well as statutory processes;
- (c) possess the ability to supervise and maintain effective relations with professional consultants;
- (d) have proven leadership experience in managing a team of professional and technical staff in collaboration with clients, consultants, contractors and other stakeholders;
- (e) have excellent interpersonal and presentation skills; and

- (f) be proactive and result-oriented, and must be able to formulate/implement plans independently and work under pressure.

### **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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). 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 22 October 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

15 October 2021