

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Project Manager (Space Section) (Ref. 21101511-IE)

Duties

The appointee will be required to:

- (a) assist the Senior Project Manager to oversee the daily operation of the Space Section and manage all space planning, allocation and utilisation issues, as well as provide tactical advices to ensure effective space utilisation and management;
- (b) develop, implement and manage systems including computerised systems and related procedures to enhance overall effectiveness of space utilisation and management;
- (c) carry out space audits and present recommendations to improve the efficiency and effectiveness of space utilisation of the University;
- (d) provide support to the development and execution of spatial planning and proposals, including temporary space assignments during renovation projects;
- (e) maintain a good partnership with different departments of the University and handle their requests for space utilisation;
- (f) attend meetings with internal/external parties and prepare agenda, minutes and papers for the meetings;
- (g) supervise a team of professional/technical staff; and
- (h) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree preferably in Architecture/Planning/Design/Information Management or a business administration related discipline plus at least eight years of relevant post-qualification experience;
- (b) sound experience in project management, preferably with spatial planning experience/knowledge of Buildings Ordinance;
- (c) substantial experience in statistical analysis and computer software management;
- (d) a good command of both written and spoken English and Chinese; with fluency in Putonghua being an advantage; and
- (e) excellent communication and people skills.

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 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.

15 October 2021