

THE HONG KONG POLYTECHNIC UNIVERSITY

COMMUNICATIONS AND PUBLIC AFFAIRS OFFICE

Post Specification

Senior Editor (Ref. 21121502-IE)

Duties

The appointee will lead The Hong Polytechnic University Press (PolyU Press), a newly-established division of the Communications and Public Affairs Office (CPA). PolyU Press aims at publishing high-quality books and works from outstanding scholars, researchers and authors in print and/or electronic format to both local and global audiences. The publications will include academic books, professional books, journals and books of general interest, which have a strong focus on PolyU - its education, research and knowledge transfer.

The appointee will be a high-calibre professional editor with a strong track record in leading and managing an editorial team. He/She will be required to:

- (a) lead and oversee the entire publishing process, from initial concept to publication;
- (b) review, proofread, edit and develop manuscripts to an excellent standard;
- (c) work closely with authors, academic experts and reviewers to ensure publications are of high quality;
- (d) network and reach out to potential authors and scholars for the commission of new publications;
- (e) manage the editorial process efficiently such that publications are produced on time and within budget;
- (f) supervise the PolyU Press team, including the Reprographic Unit;
- (g) provide editorial support to CPA and other units of the University when required; and
- (h) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree, preferably in a field related to language or education;
- (b) have at least ten years of editorial experience in educational publishing or a similar field;
- (c) have in-depth knowledge of publication procedures and policies;
- (d) have an excellent command of English speaking and writing skills, with strong proficiency in Chinese and fluency in Putonghua an advantage;

- (e) have exceptional leadership skills with the ability to manage a high-performing team and form strong relationships with internal and external stakeholders;
- (f) have a proactive, creative and analytical mindset that inspires others and drives the development of high-quality and innovative publications;
- (g) have a commercially oriented attitude and the ability to negotiate publishing contracts; and
- (h) be familiar with digital publishing.

Shortlisted candidates will be required to provide samples of editing work and invited to sit for a written test.

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 28 December 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 December 2021