

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CAMPUS FACILITIES AND SUSTAINABILITY OFFICE**

### **Post Specification**

**Senior Security Officer** (Ref. 22012405-E6)

**[to be appointed at the substantive level of Senior Facilities Officer]**

### **Duties**

The appointee will be required to:

- (a) assist in providing quality services on campus control and event management to the University as well as offering cross functional support to major University's events and activities;
- (b) manage the Campus Control Centre and supervise a team of operational staff to provide one-stop client-focused facilities management services and round-the-clock campus security control services (i.e. operating under a 24-hour/7-day model);
- (c) assist in planning, repairs and maintenance, replacement, upgrading and installation of security systems and University's properties;
- (d) provide proactive support to handle emergency incidents and implement the crisis management procedures;
- (e) monitor progress and quality of work performed by in-house staff and outsourced contractors;
- (f) perform shift duties including Saturdays/Sundays/public holidays as and when necessary; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

### **Qualifications**

Applicants should have:

- (a) a recognised degree in Facility Management, Security Management, Property Management or a related discipline;
- (b) at least five years of relevant experience in risk management and facilities management, including safety and security management, crowd control, etc.;
- (c) supervisory experience in leading a multi-disciplinary team of professionals and operational staff in collaboration with clients, service contractors and other stakeholders;
- (d) excellent communication, supervisory and interpersonal skills; and
- (e) the ability to communicate effectively in both written and spoken English and Chinese.

Shortlisted candidates may 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](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 31 January 2022 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).

24 January 2022