

THE HONG KONG POLYTECHNIC UNIVERSITY

HEALTH AND SAFETY OFFICE

Post Specification

Health and Safety Manager (Ref. 22031613-IE)

Duties

Reporting to the Director of Health and Safety, the appointee will be required to:

- (a) plan, organise and manage laboratory and research safety related programmes (e.g. research safety, occupational hygiene, dangerous goods, controlled chemicals, chemical wastes, etc.);
- (b) foster and maintain strong collaborative relationship with stakeholders and promote a safety culture;
- (c) conduct inspections, audits and assessments of research/teaching laboratories and other supporting units;
- (d) interface with regulatory agencies;
- (e) assist in formulating, handling and reviewing emergency response plans for laboratory-related accidents or incidents, and carry out investigations;
- (f) plan and deliver health and related training; and
- (g) perform any other duties as assigned by the Director of the Unit or his/her delegates.

The appointee may be required to work outside normal office hours and/or outside Hong Kong occasionally or when necessary.

Qualifications

Applicants should have:

- (a) a recognised degree, preferably with a master's degree or above, in Biochemistry, Biology, Microbiology, Chemistry, Occupational Hygiene, or closely-related fields;
- (b) at least eight years of solid and relevant post-qualification working experience, preferably gained in tertiary education sector and/or in laboratory environment, at a responsible or supervisory level;
- (c) relevant professional qualification(s) in occupational hygiene or safety (e.g. RPH, CIH or COH);
- (d) a good knowledge of relevant statutory regulations and standards;

- (e) excellent analytical, problem-solving and organisational skills;
- (f) good interpersonal skills and leadership qualities; and
- (g) effective communication skills, and a good command of both written and spoken English and Chinese.

Applicants with less experience may be considered for the post of Assistant Health and Safety Manager.

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 6 April 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.

16 March 2022