

THE HONG KONG POLYTECHNIC UNIVERSITY

KNOWLEDGE TRANSFER AND ENTREPRENEURSHIP OFFICE

Post Specification

Assistant Manager (Incubation & Data Analysis) (Ref. 22041320-IE)

Duties

The appointee will be required to:

- (a) provide support on the development and operation for entrepreneurship incubation programmes in Hong Kong and the Greater Bay Area;
- (b) assist in the progress and development of PolyU supported start-ups under the funding programmes;
- (c) perform deep dive analysis to understand and optimise the key levers of PolyU's entrepreneurship ecosystem;
- (d) deliver reports, dashboards, data sources and actionable insights based on analyses and experimentation to empower senior executives in evaluating the entrepreneurship programmes;
- (e) extract and organize data to evaluate start-ups for investment purposes;
- (f) plan and organize training and events to promote the incubation programme; and
- (g) perform any other duties as assigned by the Director of Knowledge Transfer and Entrepreneurship or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree or above, preferably in Business, Communication, Engineering or science-related disciplines;
- (b) have at least five years of post-qualification experience in the innovation and technology sector or proven ability to apply scientific methods to solve real-world problems, with working knowledge and experience in organizing competition/funding/training/incubation support services to students, start-ups, technology projects, or other technology transfer and commercialisation related activities;
- (c) have an excellent command of both written and spoken English and Chinese, with fluency in Putonghua;
- (d) be proactive and able to work independently and under pressure;
- (e) be a team player with good interpersonal, communication and presentation skills; and
- (f) have strong problem-solving skills and can-do attitude as well as the ability to handle multiple tasks concurrently.

Preference will be given to those with technology entrepreneurship experience or exposure to incubation, angel or venture capital investment and the Chinese mainland.

Shortlisted candidates will be 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 20 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.

13 April 2022