

# THE HONG KONG POLYTECHNIC UNIVERSITY

## CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

### Post Specification

**Sustainability Data Analyst (Energy and Carbon) (Ref. 22041902-E4)**  
**[to be appointed at the substantive level of Campus Sustainability Officer]**

### Duties

The appointee will be required to:

- (a) manage and keep track of the University's sustainability records and data in promoting and driving a data-driven culture to achieve energy savings and sustainability goals of the University;
- (b) perform sustainability data collection, analysis and interpretation in both quantitative and qualitative approaches for the development of KPI to improve campus-wide sustainability performance;
- (c) monitor building energy usage, analyse trends and identify areas for enhancing energy operating efficiency of building services systems as well as reasons for usage variance;
- (d) engage and liaise with other stakeholders in formulating decarbonisation strategies and solutions;
- (e) provide administrative support to sustainability programmes, campaigns, reports, audits and compliance for the University campuses; and
- (f) perform any other duties as assigned by the Director of the Office or his delegates.

### Qualifications

Applicants should:

- (a) have a recognised degree in Computer Science, Environmental Science, Energy, Building Services Engineering or a related science discipline;
- (b) have a minimum of five years of work experience in participating energy conservation projects, environmental or sustainability projects in sizable organizations;
- (c) have hands-on experience in project management, database establishment and maintenance;
- (d) have strong coding skills in performing quantitative and qualitative calculations and analysis;
- (e) have the proficiency in Microsoft Excel particularly in using pivot tables and VBA Excel, or any other data analysis and visualization tools;
- (f) be self-motivated, detail-minded and able to work independently and proactively;
- (g) be a good team player in a cross-cultural working environment; and
- (h) have a good command of both written and spoken English and Chinese.

Preference will be given to those who have:

- (a) experience in campus sustainability and professional membership in built environment;
- (b) sound knowledge of HVAC, BMS and/or simulations/modelling of better HVAC system operational efficiency; and
- (c) hands-on experience in big data analysis, visualization platform, database management, data modelling and other business analytics or data visualization tools.

Shortlisted candidates will be invited to sit for a written test.

Applicants who have responded to the previous advertisement(s) 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 21 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

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