

THE HONG KONG POLYTECHNIC UNIVERSITY

EDUCATIONAL DEVELOPMENT CENTRE

Post Specification

Educational Development Officer (Ref. 22050603-E3)

Duties

The appointee will contribute to the work of the Centre in institutional assessment and evaluation, the educational research relating to learning outcome assessment and learning analytics, the educational development activities and services of the Centre, and support the strategic initiatives and development of the University relating to teaching and learning. He/She will be required to:

- (a) design, conduct and oversee the surveys carried out by the Centre in the areas of institutional assessment and evaluation;
- (b) follow up on survey and project findings with departments and academic/teaching staff for learning and teaching improvement;
- (c) lead and support the development and implementation of educational evaluation initiatives, using evidence obtained from the learning outcome assessments/surveys;
- (d) plan, coordinate and support research projects on teaching and learning evaluation/learning analytics, and promote scholarly enquiry into teaching and learning at the University through project work and engagement with academic/teaching staff;
- (e) contribute to the University-wide teacher development programme of courses, workshops and seminars; and
- (f) perform any other duties as assigned by the Director of Educational Development or her delegates.

Qualifications

Applicants should:

- (a) have a recognised or a higher degree in Statistics, Business Analytics or an Education related discipline, preferably with a PhD;
- (b) have at least eight years' post-qualification experience in the higher education sector with relevant professional experience;
- (c) have hands-on experience in initiating and implementing educational development or research projects;
- (d) have substantial experience in performing data analysis using various analytical tools;
- (e) have strong analytical skills, good communication and project skills;
- (f) be able to communicate effectively in both written and spoken English and Chinese;

(g) be positive, proactive and willing to accept responsibilities; and

(h) be able to work independently under pressure.

Applicants are invited to contact Dr Kris Law at tel no. 2766 6284 or email kris.law@polyu.edu.hk for further information.

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.

Applicants who have responded to the previous advertisement need not re-apply.

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 http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. 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 19 May 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.

6 May 2022