

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Project Officer (Landscape) (Full-time / Part-time) (Ref. 22052304)
[Appointment Period: six months]

Duties

The appointee will report to the Client Services Section and be required to:

- (a) assist in supervising the professional/technical staff and other front-line staff to provide the client-focused facilities management services in particular the landscaping services;
- (b) assist in planning and co-ordinating the provision of landscaping services for the campus design, preparation of tender documents including detailed technical specifications and working drawings for maintenance and improvement works related to the landscaping projects;
- (c) liaise with different parties and co-ordinate the implementation of planned landscaping works and tree risk assessment;
- (d) plan and organize the landscaping works for the events decoration in the campus;
- (e) monitor the progress, quality of work and service provided by contractors/service providers to carry out the planned landscaping works and tree risk assessment;
- (f) perform shift duties including working on Saturdays/Sundays/public holidays when necessary; and
- (g) perform any other duties as assigned by the Director of Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Arboriculture or a related discipline;
- (b) at least five years of relevant post-qualification experience including landscape projects, countryside/flora/wildlife field survey and management, preferably with supervisory experience;
- (c) extensive knowledge of the relevant disciplines in facilities management and landscaping industries;
- (d) good communication, supervisory and interpersonal skills;
- (e) sound knowledge of basic office computer software including MS Word and Excel, with experience in using other computer softwares such as AutoCAD and photo simulation software being an advantage; and
- (f) a good command of both written and spoken English and Chinese, preferably with fluency in Putonghua.

Preference will be given to those with certificates in recognised institution or industry organization in arboriculture, such as Certified Arborist of the International Society of Arboriculture, Registered Qualified Arborist/Registered Practicing Arborist/Registered Consulting Arborist/Registered Consulting and Practicing Arborist of the Arboriculture Australia, Technician Member or above of the Arboriculture Association of the United Kingdom, Accredited Arboriculture Practitioner of the Hong Kong Institute of Landscape Architects, or an equivalent qualification.

Remuneration

For full-time appointment, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointment, the remuneration rate is HK\$190 per hour.

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. **The closing date for application is Monday, 30 May 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. 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.

23 May 2022