

THE HONG KONG POLYTECHNIC UNIVERSITY

HEALTH, SAFETY AND ENVIRONMENT OFFICE

Post Specification

Health, Safety and Environment Specialist (Ref. 21021801-IE)

Duties

The appointee will be required to:

- (a) develop and implement health and safety management programmes of the University, including but not limited to the radiation safety programmes;
- (b) perform inspections and audits;
- (c) perform laboratory tests and site monitoring;
- (d) provide emergency response to incidents and carry out investigations; and
- (e) perform any other duties as assigned by the Head of Office or his/her delegates.

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

Qualifications

Applicants should have:

- (a) a recognised degree in Science, Occupational Hygiene, Occupational Health and Safety, or related disciplines;
- (b) at least five years of relevant post-qualification experience, preferably with qualifications and/or practical experience in radiation monitoring or laboratory testing;
- (c) good knowledge of relevant health and safety regulations and statutory requirements;
- (d) proficient computer skills including MS Word, Excel, and PowerPoint;
- (e) good interpersonal and communication skills; and
- (f) a good command of both written and spoken English, and be able to communicate effectively in both written and spoken Chinese.

Applicants with less experience may be considered for appointment at a lower level.

Successful candidate will be required to attend internal and external training, including but not limited to radiation safety training, where appropriate.

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 their application.

18 February 2021