

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**HEALTH, SAFETY AND ENVIRONMENT OFFICE**

**Post Specification**

**Health, Safety and Environment Specialist** (Ref. 21030205-IE)

**Duties**

The appointee will be required to:

- (a) support the operations of the Dangerous Goods Management Team (DGMT) including but not limited to the following: preparation of tender documents, Dangerous Goods Store management and license renewals, chemical orders compliance check, receiving of chemical orders, security clearance for chemical suppliers, chemical delivery to users, updating of chemical inventory system, and stocktaking data uploads and management;
- (b) assist in the upgrading of the centralised chemical inventory management system;
- (c) provide advice to chemical users on safe handling, storage and disposal of hazardous chemicals;
- (d) coordinate the collection of hazardous (chemical, clinical and radioactive) wastes from user departments;
- (e) liaise and monitor the licensed contractor(s) for the collection of hazardous (chemical, clinical and radioactive) wastes;
- (f) liaise with the Facilities Management Office and Government agencies on matters related to Dangerous Goods Stores and Hazardous Waste Stores;
- (g) assist in emergency response to chemical incidents and carry out timely investigations;
- (h) perform occupational hygiene assessments/indoor air quality investigations; and
- (i) 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 when necessary.

**Qualifications**

Applicants should have:

- (a) a recognised degree in Chemistry, Engineering, 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 chemical management 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 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 the application.

2 March 2021