

THE HONG KONG POLYTECHNIC UNIVERSITY
INSTITUTIONAL PLANNING AND ANALYTICS OFFICE

Post Specification

Manager (Ref. 21062325-IE)

The Institutional Planning and Analytics Office (IPAO) supports the Central Management of the University in strategic and institutional planning through providing forward-thinking leadership in the effective use of data analytics and business intelligence. For more information about the Office, please visit its website at <http://www.polyu.edu.hk/ipao/>.

Duties

The appointee will be required to:

- (a) manage the overall office administrative matters and provide support in various functional areas such as human resources, finance and marketing;
- (b) manage and implement the internal and external communication, including website, University in figures, dashboards, open platforms, rankings exercise-related promotion plan, publication, awards, etc.;
- (c) coordinate the data submission and compilation of proposals, reports and write-ups;
- (d) actively liaise with academic units to enable effective implementation of various performance measures and indicators;
- (e) plan, organise, coordinate and implement events, meetings, seminars, workshops, projects, and various marketing activities of the Office; and
- (f) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in English, Communications, Management, Business, or a related discipline;
- (b) have at least five years of professional and relevant post-qualification experience at supervisory level, preferably with at least one to two years of experience gained in tertiary institutions;
- (c) have an excellent command of both written and spoken English and Chinese;
- (d) have good knowledge of computer software, including MS Word, Excel, PowerPoint, and preferably Adobe Illustrator, InDesign and/or Photoshop;
- (e) possess excellent interpersonal and communication skills; and
- (f) be highly motivated, result-oriented and able to work under pressure.

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. 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 7 July 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

Revised on 2 July 2021