

THE HONG KONG POLYTECHNIC UNIVERSITY

HEALTH, SAFETY AND ENVIRONMENT OFFICE

Post Specification

Environmental Health and Safety Training Manager (Ref. 21071313-IE)

Duties

The appointee will be required to:

- (a) support the Head of Office in overall Health, Safety and Environment (HSE) management, including but not limited to policy formulation, system and process development, strategic planning, quality assurance, resource management, and supervision and coaching of team members;
- (b) assist in the development, implementation and enhancement of risk management system to control health, safety and environmental risks;
- (c) support transparent and effective communication on risk information, for timely and appropriate actions to be taken at all levels;
- (d) identify training needs of different stakeholders, including but not limited to institutional partners, students, faculty and other administrative units, in line with the safety culture and competency enhancement initiatives and develop integrated training and development systems for both classrooms and online platforms;
- (e) collaborate with units and training providers, both internal and external, in the execution of customised health, safety and environmental training and development for both research-based and non-research based activities;
- (f) develop and maintain centralised safety information system in accordance with legislative and in-house requirements;
- (g) conduct regular training and development needs analyses, assess, evaluate and monitor the quality and effectiveness of training and development programme;
- (h) participate in health, safety and environmental management functions and their operations including inspection, training, accident and incident investigation, emergency preparedness, communication and promotion, etc.; and
- (i) perform any other duties as assigned by the Head of Office or his delegates.

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

Qualifications

Applicants should have:

- (a) a recognised degree in Occupational Health and Safety or a related Science subject;

- (b) professional qualifications in the field of occupational health and safety;
- (c) at least eight years of solid and post-qualification experience related to environmental health and safety, preferably gained from tertiary educational institutions;
- (d) a proven track record in writing training plans and developing training programs (classroom and web-based);
- (e) expertise in using database tracking system and development of health, safety and environmental management information system;
- (f) a passion for training and development and the ability to come up with effective implementation plans to enhance staff quality and unleash their potential;
- (g) good analytical, communication and interpersonal skills;
- (h) an excellent command of both written and spoken English and Chinese; and
- (i) good computer skills, including MS Word, Excel, PowerPoint, etc.

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

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.

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 3 August 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.

13 July 2021