

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Campus Sustainability Manager (Ref. 21071613-IE)

Duties

The appointee will be required to:

- (a) assist in formulating and developing implementing programmes to advance the strategic objectives on sustainability performance including defining key performance indicators in focus areas and monitoring the progress;
- (b) initiate and develop action plans in engaging both internal and external key stakeholders to promote campus sustainability strategic plans, programmes, projects and initiatives;
- (c) initiate and implement the monitoring mechanism and internal data collection system with an aim to perform data analysis for improving the sustainability performance;
- (d) monitor building energy usage, analyze trends and identify areas for enhancing energy operating efficiency of building services systems as well as reasons for usage variance; and
- (e) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Environmental Management, Building Engineering, Energy Science or a related discipline;
- (b) a minimum of eight years of experience in managing energy conservation projects, environmental or sustainability projects gained in sizable organizations;
- (c) the ability to work independently and be a good team player with good communication, excellent presentation and report writing skills; and
- (d) a good command of both written and spoken English and Chinese.

Preference will be given to those who possess BEAM (Building Environmental Assessment Method) Professional and/or LEED AP (Leadership in Energy and Environmental Design Accredited Professional) qualifications or have professional qualification(s) in the relevant disciplines with a good knowledge of relevant environmental regulations and global sustainability trend.

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 23 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.

16 July 2021