

Manager (Planning and Stakeholder Management) (Ref: 2500627)
Office of Institutional Data and Research

The appointee will report to the Director of the Office of Institutional Data and Research and work closely with faculty and departments to manage the University's key academic and industry stakeholders, particularly in relation to university rankings. The appointee will also play a key role in academic event management and implementing research performance measurement initiatives. Key responsibilities include:

- Assist in coordinating, analyzing, and communicating stakeholder data;
- Facilitate participation in and hosting of international summits and conferences to enhance the University's international standing and reputation;
- Liaise and foster effective communication with both internal and external stakeholders, particularly with academic scholars and researchers;
- Perform research performance analyses;
- Design, develop and deliver research impact related workshops and training sessions to academic, research, and administrative staff, as well as students;
- Perform other duties as assigned by the Office Director or his delegates.

Applicants should hold a Bachelor's degree, preferably a Master's degree in Library and Information Science, or a related field, with a minimum of 7 years of post-qualification work experience, ideally in an academic or research setting. Proactive and independent, with strong analytical skills and demonstrated ability to engage with internal and external stakeholders at all levels. Experience in organizing academic conferences, workshops and webinars is highly desirable. Proficiency in research databases such as Scopus, SciVal, Web of Science, InCites, etc. is strongly preferred. Excellent command of both written and spoken English and Chinese.

Applicants who have responded to previous advertisements (Ref: 2500307 and 2500075) for the same position is under consideration and need not reapply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **26 June 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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