

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED SOCIAL SCIENCES

Post Specification

Head of Department of Applied Social Sciences (Ref. 14050501)

The Department of Applied Social Sciences offers taught programmes, at both undergraduate and post-graduate levels, in the fields of Social Work, Social Policy and Administration, Counselling, and Applied Psychology, as well as research degrees at MPhil and PhD levels. With seven thriving research cum practice units of different social science disciplines, the Department has a strong emphasis on multi-disciplinary integration of knowledge in teaching and research. Besides, it takes pride in its tradition of theories and practice link in all its academic endeavors. Please visit the website at <http://www.polyu.edu.hk/apss/> for more information about the Department.

The University is now inviting applications or nominations for the post of Head of Department of Applied Social Sciences. The successful candidate will be appointed as Chair Professor/Professor, commensurate with his/her qualifications and experience, and hold a concurrent headship appointment. The headship appointment is normally for an aggregate period of six years in two three-year terms of office. Other suitable candidate(s), if deemed appropriate by the University, may be appointed as Chair Professor/Professor.

The position calls for a visionary academic leader with responsibilities of ensuring the smooth and successful operation and sustainable development of the Department. Reporting directly to the Dean of Faculty of Health and Social Sciences, the appointee will be required to provide effective leadership in the development of long-term strategies and plans of the Department, and provide support to staff members in the Department for the accomplishment of strategic objectives with high-quality standards. Other responsibilities include inspiring excellence in teaching, research and services; fostering strong partnerships and collaboration with external organizations and strengthening the international network of the Department and the University; ensuring optimal deployment of human, financial and other resources in the Department; and implementing an effective mechanism to acquire donations and other forms of sponsorship to support the University's pursuits and long-term development.

Job Functions

Reporting directly to the Dean of Faculty, the appointee will be required to:

- (a) provide effective leadership in the development of long-term strategies and plans of the Department, in alignment with the University's Strategic Plan, and provide leadership, coaching and support to all staff members in the Department in pursuit of planned objectives in a high-quality standard and a cost-effective manner;
- (b) ensure high-quality teaching as well as holistic development of students, and align the Department's programmes with the needs of the community;
- (c) facilitate the conduct of innovative and original research of high quality and impact, and develop genuine cross-disciplinary/departmental research with optimal use of research funds;
- (d) enhance local and international networks of partnerships and linkages with the community, particularly the professional and public sectors, so as to gain their support for the major strategic initiatives of the University;

- (e) ensure effective internal communication that leads to transparent decision-making, and promote the Department's education and other services to target customers, community leaders, and stakeholders;
- (f) ensure the optimal deployment of human, financial and other resources in the Department;
- (g) implement an effective mechanism to acquire external resources, donations and other forms of sponsorship to support the University's pursuits and long-term development; and
- (h) undertake other responsibilities and tasks as may be assigned by the Dean of Faculty or the President from time to time.

Qualifications

Applicants should have:

- (a) academic qualifications at doctoral level in a relevant academic discipline, evidence of eminent scholarship and substantial relevant experience in a senior academic position, and relevant professional qualifications where appropriate;
- (b) attainment of an academic rank of full professor or above at an internationally recognised university;
- (c) a distinguished international reputation in research and scholarship, and demonstrated leadership in a relevant discipline;
- (d) a demonstrated commitment to excellence in teaching;
- (e) a strong record in attracting research funding;
- (f) a strong local and international network of partnerships and linkages with the community and professional and public sectors;
- (g) a global perspective, proven qualities of academic leadership and demonstrated ability to work with faculty members of various applied social sciences disciplines and with different research and cultural backgrounds;
- (h) effective interpersonal communication and resources management skills, and excellent adaptability to changes and challenges; and
- (i) a good knowledge of the higher educational environment, preferably including Hong Kong.

Experience in fund-raising will be an additional advantage.

Remuneration and Conditions of Service

Terms of appointment and remuneration package are negotiable and highly competitive.

Application

Applicants are invited to send detailed curriculum vitae with names and addresses of three referees and direct any enquiries to the **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong [Fax: (852) 2764 3374; E-mail: hrscapss@polyu.edu.hk]**, quoting the position applied for and the reference number. **Recruitment will continue until the position is filled. Initial consideration of applications will commence in late July 2014.** Candidature may be obtained by nomination. The University reserves the right not to fill this post or to make an appointment by invitation. General information about the University is available on the University's Homepage <http://www.polyu.edu.hk> or from the Human Resources Office [Tel: (852) 2766 5305]. The University Personal Information Collection Statement for recruitment can be found at <http://www.polyu.edu.hk/hro/jobpics.htm>.

8 May 2014