

Manager (Ref: 2501212)
Office of Institutional Data and Research

The Office of Institutional Data and Research is seeking a proactive and skilled Manager to lead institutional data and research intelligence initiatives that support evidence-based planning and performance analysis across the University. The appointee will report to the Director of Institutional Data and Research and supervise a team responsible for institutional data coordination, research analytics, and intelligence projects.

Key responsibilities include:

- Lead projects on research performance and impact analysis, identifying appropriate bibliometric and non-traditional indicators;
- Utilize databases such as Scopus, Web of Science, and SciVal to generate insights for research intelligence and benchmarking;
- Conduct research intelligence workshops for academic and faculty members to promote data-informed decision-making;
- Oversee the University-wide Common Data Collection Format (CDCF) exercise and related UGC submissions;
- Coordinate data consolidation for university rankings and other institutional reporting requirements;
- Collaborate with IT colleagues to enhance workflows for data collection, validation, and dashboard development; and
- Perform other duties as assigned by the Director.

Applicants should meet the following requirements:

- Hold a recognized Bachelor's degree, preferably a Master's degree in Computer Science, Information Management, Library and Information Science, Statistics, or a related discipline;
- Have at least 7 years of post-qualification experience, preferably in tertiary education or research environments;
- Demonstrate strong data analytical, problem-solving, and research intelligence skills;
- Be proficient in relevant databases and data tools (e.g. Scopus, Web of Science, SciVal);
- Have an excellent command of English and Chinese, both written and spoken; and
- Be detail-oriented, organized, and capable of working independently under pressure.

Applicants who have responded to the previous advertisements (Ref: 2501148) for the same position are under consideration and need not re-apply.

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](#) and upload a full CV on or before **9 December 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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