

Institutional Research Manager (Ref: 2401339)
Office of Institutional Data and Research

The Office of Institutional Data and Research is seeking a skilled Institutional Research Manager to join our team to lead the research intelligence services. The appointee will oversee research impact measurement services, utilizing various analysis and benchmarking tools to identify appropriate bibliometrics and non-traditional indicators. These indicators will serve as evidence to demonstrate the academic, social, and political impact of research across different disciplines. Key responsibilities include:

- Collecting data from diverse stakeholders;
- Leading research performance analysis projects;
- Collaborating with the IT team to develop insightful dashboards and reports, ensuring data integrity in research intelligence and ranking analysis; and
- Performing other duties as assigned by the Office Director.

Applicants should hold a Bachelor's degree, preferably a Master's degree in Library and Information Science, Computer Science, or a related discipline, with a minimum of 7 years of post-qualification experience, ideally in an academic or research environment. PhD graduates with bibliometrics or data analysis expertise are encouraged to apply. Proficiency in research intelligence databases such as Scopus, Web of Science, and SciVal is essential. Applicants should have strong analytical and problem-solving skills, along with the ability to collaborate effectively with diverse stakeholders.

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 be offered the functional title of Institutional Research Manager which holds the substantive post 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 **16 December 2024**. 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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