



## JOB DESCRIPTION

**Post Title :** Head (Talent Development)

**Division :** Talent Development Division

**Responsible to :** Associate Director

**Job Scope :**

- To work as a member of the Senior Management Team to formulate a strategic development framework and plans for enrichment and talent development;
- To establish professional networks and collaborative relationships for organizational and divisional development;
- To advise and formulate reflective practices and action research directions to contribute to the knowledge hub of gifted education;
- To devise timely measures and responses to capitalise on emergent opportunities for student members' learning and talent development;
- To advise and support the HR, PR, ICT and corporate strategies and policies
- To manage the daily operation of the Division to ensure productivity.

**Main Job Responsibilities :**

- To formulate/enhance the overall framework, principles, and strategies for maintaining, revamping and developing new programme provisions;
- To formulate annual plans, budgets and define key performance indicators for the division and teams;
- To formulate the annual educational and publicity plan at divisional and academy levels to illustrate student learning, development and attainment;
- To supervise and guide the team managers in programme planning and development and oversee the execution and evaluation;
- To consult and collaborate with related divisions and professional staff and external collaborators on developing overall themes and strategies for supporting student learning and development through programme and research initiatives;



- To examine and approve programme proposals, procurement documents, service providers (SPs) and student placement selection measures and criteria;
- To coordinate the programme development among the three teams in the Division to ensure alignment, consistency and continuity of services;
- To conduct regular and situational analysis of the divisional strategies and operation, advise on resource deployment to maximise the effectiveness of student learning experiences;
- To monitor the daily performance and productivity of the three teams in the Division and advise on necessary improvement;
- To monitor and review the daily practice of the three teams in the Division and advise on essential revamping of guidelines, policies and standard of practices to enhance productivity;
- To oversee the implementation of the Division's annual plan, budget, expenditure, and variances and devise timely and effective interventions;
- To oversee compliance framework and implementation, code of ethics and quality assurance measures, practices and issues for accountability.

**Requirements :**

- A good bachelor's degree from a recognised Hong Kong university or equivalent.
- A Postgraduate Certificate/Diploma in education or relevant disciplines or a higher degree in gifted education, STEM or related disciplines would be an advantage;
- At least 12 years of post-degree work experience in the education sector or relevant fields with minimum of 5 years at the managerial level;
- Experience in designing or running of educational and STEM programmes or activities or working in talent development for students is highly preferable;
- Proven leadership experience and the ability to motivate and manage a high-performing team of professionals would be crucial;
- Good connections with local, national or overseas tertiary institutions, professional bodies and/or NGOs;



- Excellent command of both written and spoken English and Chinese/ Putonghua;
- Computer knowledge in MS Office applications;
- Strong project management skills and experience;
- Excellent communication and interpersonal skills; able to work collaboratively with a diverse group of people;
- Excellent presentation, negotiation and management skills; and
- Self-motivated, energetic, independent and flexible in working with teams.

**Terms of Appointment:**

The successful candidates will be offered a fixed-term of contract. Re-appointment will be subject to mutual agreement and good performance. A gratuity payment will be payable upon satisfactory completion of the contract. Fringe benefits include annual leave, medical and dental insurance.

*\*For the protection of children and mentally incapacitated persons, prospective employees are requested to undergo a Sexual Conviction Record Check. Data collected will be used for recruitment purpose only.\**

**How to Apply :**

Suitably qualified and experienced individuals are invited to apply by sending

- a completed application form which is obtainable by downloading from : <https://www.hkage.org.hk/en/about-us/job-vacancies>
- a full resume **stating present** and **expected salary** and **availability**;
- a detailed covering letter (of not more than two pages) outlining key achievements and explaining why you are well qualified to meet the requirements of the relevant post.

**Applications should be made in English** and should clearly specify the position applied for with job reference number on the envelope (top left). Completed applications should be sent to:

**The Hong Kong Academy for Gifted Education, Room 401, Corporate Services Division, Sha Kok Estate, Shatin, New Territories, Hong Kong** or emailed to [hr@hkage.edu.hk](mailto:hr@hkage.edu.hk)

All information provided will be treated in the strictest confidence.



Review of applications will start as soon as possible and this recruitment exercise will continue until the post is filled. All information received will be treated in strict confidence, and the data collected will be used for recruitment purpose only. Applications will be kept for a period of 12 months.

For further details, please visit the Academy website at <https://www.hkage.edu.hk> or contact Ms Siu at 3940 0122 or via email [hr@hkage.edu.hk](mailto:hr@hkage.edu.hk)

**Enquiry :**                    **The Academy reserves the right not to make an appointment of the posts advertised.**