

Specification of Competency Standards for the Retail Banking

Unit of Competency

Strategic Business Development and General Management > 9.2 Human Resources Management

Title	Establish and maintain effective human resources information systems and guidelines
Code	107559L5
Range	Set up information system for different business areas throughout the bank to process and store all data related to human resources management guidelines and operations
Level	5
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Develop guidelines in operating human resources information systems <p>Be able to:</p> <ul style="list-style-type: none"> • Develop guidelines to ensure the deployment of a comprehensive human resources management system for effective (manpower) human resources planning and people development • Develop guidelines in documentation of personnel record according to needs in human resources management and regulatory requirement 2. Build human resources information system <p>Be able to:</p> <ul style="list-style-type: none"> • Analyse existing processes in human resources management and identify how the use of IT can streamline and speed up the whole processes • Design an effective system which is the best fit with the bank's operation by consulting different stakeholders • Coordinate with Information Technology unit and / or external system vendor to enhance the human resources information system's effectiveness • Develop a system which can reduce implementation time and eliminate all possible issues associated with server and mainframe applications in collaboration with Information Technology and / or external system vendor • Build in security measures in the system to ensure confidential data are handled with highest level of sensitivity and integrity 3. Monitor operations of the system for ongoing improvement <p>Be able to:</p> <ul style="list-style-type: none"> • Review and audit periodically to ensure the accuracy of employee record including personal histories, bio-data, skills, CPT data and experiences to payroll records • Monitor and ensure system's security and performance level up to standard and carry out contingency plans for system breakdown when necessary • Identify improvement areas after analyzing the data obtained through monitoring
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Development of human resources information systems together with operating guidelines. Moreover, the design should be based on analysis of user requirements and the bank's operations • Monitoring the operations and effectiveness of the system and suggest improvement measures after analyzing the results
Remark	