

Specification of Competency Standards for the Retail Banking

**Unit of Competency**

**Strategic Business Development and General Management > 9.2 Human Resources Management**

Title	Perform manpower planning
Code	107560L4
Range	Perform manpower planning for an individual department according to the strategies of the bank in the foreseeable future period of time. This includes manpower for different business and operations and should cover employees of different ranks
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Plan manpower needs for the foreseeable future Be able to: <ul style="list-style-type: none"> <li>• Collect relevant data and compile a report to facilitate the planning of manpower needs of the department in order to support the bank's development strategies and business needs</li> </ul> </li> <li>2. Prepare for the recruitment of additional headcount with justification when necessary Be able to: <ul style="list-style-type: none"> <li>• Present justified evidence and budget for additional or unbudgeted headcount needs</li> <li>• Work with recruitment officer / team and to develop recruitment guidelines and criteria for individual jobs or positions so as to facilitate proper selection</li> </ul> </li> <li>3. Plan and implement succession planning based on strategic requirements Be able to: <ul style="list-style-type: none"> <li>• Develop talent pool for succession</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Provision of manpower plan for an individual department. The plan should state clearly the number and types of employees needed together with the justification on how the manpower plan can provide adequate support to the bank's strategies</li> <li>• A report or proposal for the acquisition of additional headcount with sound justification and detailed selection criteria which can fulfil the general guidelines of the bank</li> </ul>
Remark	