Specification of Competency Standards for the Retail Banking
Unit of Competency

Strategic Business Development and General Management > 9.2 Human Resources Management

Title	Define the job role of each position and conduct job evaluation
Code	107561L4
Range	Specify the requirements and worth of each job. This applies to job of different ranks, positions and departments
Level	4
Credit	3
Competency	Performance Requirements 1. Possess knowledge in job analysis and job evaluation 　　Be able to: 　• Understand the approaches in conducting job analysis and job evaluation so as to carry out the tasks independently 2. Conduct job analysis to specify tasks performed and competencies required by different jobs / positions 　　Be able to: 　• Define core and functional competencies that are required for respective jobs and positions in the bank 　• Conduct task analysis in different business and operations units and determine what tasks should be accomplished by whom and identify the core and functional competencies required 3. Prepare job descriptions for different jobs / positions 　　Be able to: 　• Prepare job descriptions with specific requirements on knowledge, skills, working experience and academic / professional / technical qualifications for every job or position and review the worth of maintaining a position on regular basis 　• Seek consensus of line managers on job descriptions of their functional areas; then adjust and finalize the job descriptions 4. Evaluate the worth of the job in the market 　　Be able to: 　• Conduct job evaluation to calculate the worth of different skills required by a job or position 　• Classify and arrange jobs or positions with respect to their value or worth to the bank by considering either their ranking, classification, factor comparison or other suitable method
Assessment Criteria	The integral outcome requirements of this UoC are: 　• Provision of job descriptions for different positions. The descriptions should describe clearly the major job duties of different positions 　• Calculation of the value or worth of different jobs. The calculation should be based on job evaluation model adopted by the bank
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