

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 10. General Management
(Key Function – 10.2 Human Resources Management)

Title	Devise compensation and benefits scheme in alignment with business needs
Code	109542L5
Range	Development of the compensation and benefits scheme for different positions in the bank. This applies to position of different job families and ranks.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate proficient knowledge in employee rewards management by applying it to develop policies on compensation and benefits which can: <ul style="list-style-type: none"> ○ Maintain balance between interests of operating the bank within the fiscal budget; ○ Attract, develop, retain and reward high quality employees through wages, salaries, employment benefits and other incentives; ○ Maintain competitiveness with the prevailing rates for similar employment in the labour markets. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Design pay structures with consideration of market trend and opinions of line management for different levels and categories of employees, based on the value or worth of the respective jobs or positions; • Decide the mechanism in awarding performance bonus based on the bank's policies and equitable employee performance assessment; • Design benefits package for different ranks of employees in the bank to maintain the bank's competitiveness in the employment market. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Develop an open and equitable reviewing mechanism for merit raises and other pay increases, such as cost of living adjustments, bonuses, annual reviews and promotion; • Review salary for individual position by comparing the market offers and the bank's remuneration scheme to ensure employees are fairly treated; • Work out salary adjustments when appropriate by conducting thorough cost impact analysis for the bank.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Designing the pay structures which cover salary, benefits, performance bonus etc. Analysis should be conducted so that the design should be able to reward individual fairly and provide enough motivation to employees.
Remark	