Specification of Competency Standards
for the Banking Industry
Unit of Competency

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

Title	Establish and maintain effective human resources information systems and guidelines
Code	109544L5
Range	Setting up information system for different business areas throughout the bank to process and store all data related to human resources management policies and operations.
Level	5
Credit	4 （For Reference Only）

Competency	Performance Requirements
	1. Knowledge in the Subject Area
	
	    Be able to:
	• Comprehend the human resources management information systems and apply the knowledge in developing guidelines to ensure the deployment of a comprehensive information management system for effective (manpower) human resources planning and people development;
	• Demonstrate proficiency in HR information systems management by developing guidelines in documentation of personnel record according to needs in human resources management and regulatory requirement.
	
	2. Applications
	
	    Be able to:
	• 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. Professional Behaviour and Attitude
	
	    Be able to:
	• 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 areas for enhancement after analysing the data obtained through regular monitory activities to ensure continuous improvement.

Assessment Criteria	The integral outcome requirements of this UoC are: • 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 analysing the results.

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Remark	