# Specification of Competency Standards
## for the Banking Industry
## Unit of Competency

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

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| Title | Perform manpower planning |
| Code | 109545L5 |
| Range | Performing manpower planning for individual business or operations unit according to the strategies of the bank in the foreseeable future. This includes manpower for different business and operations needs and applies to employees of different ranks. |
| Level | 5 |
| Credit | 4 （For Reference Only） |
| Competency | Performance Requirements<br>1. Knowledge in the Subject Area<br><br>    Be able to:<br>• Demonstrate sound knowledge in manpower planning by using an effective approach to 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.<br><br>2. Applications<br><br>    Be able to:<br>• Capture the business development requirements and the employee competency enhancement needs as the basis to compile manpower planning plan for the bank;<br>• Present justified evidence and budget for additional or unbudgeted headcount needs;<br>• Work with recruitment officer / team and to develop recruitment guidelines and criteria for individual job or position so as to facilitate proper selection.<br><br>3. Professional Behaviour and Attitude<br><br>    Be able to:<br>• Continuously review the existing manpower plan to identify improvement areas and take updated business strategies as key considerations for enhancement. |
| Assessment Criteria | The integral outcome requirements of this UoC are:<br><br>• 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;<br>• A report or proposal for the acquisition of additional headcount or employee deployment with sound justification and detailed selection criteria. |
| Remark | |