

Specification of Competency Standards
for the Banking Industry
Unit of Competency

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

Title	Define the job role of each position and conduct job evaluation
Code	109546L5
Range	Specification of the requirements and worth of each job. This applies to jobs of different ranks, positions and departments.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Possess knowledge in job analysis and job evaluation; • Understand the approaches in conducting job analysis and job evaluation so as to carry out the tasks independently. <p>2. Applications</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Conduct job analysis to define core and functional competencies that are required for respective jobs and positions in the bank; • Conduct task analysis in different business and operation units and determine what tasks should be accomplished by whom and identify the core and functional competencies required; • 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. <p>3. Professional Behaviour and Attitude</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Benchmark the job evaluation results regularly and take actions to ensure the evaluation mechanism always follows the best practices; • Demonstrate professionalism by applying impartial and unbiased judgment throughout the job evaluation processes.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of job descriptions for different positions. The description 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.
Remark	