

1. Title	Review job descriptions and duties		
2. Code	BEZZOM504A		
3. Range	With regard to the beauty industry, review job descriptions and duties regularly or when necessary according to the human resources management strategy of the organization to fit in with the corporate development.		
4. Level	5		
5. Credit	6 (for reference only)		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of human resources management</p> <ul style="list-style-type: none"> ◆ Understand modern human resources management pattern ◆ Know about personnel management skills ◆ Know about the operational structure of the organization and functions of different departments, including: <ul style="list-style-type: none"> • Post definition • Major authority and responsibilities • Qualification requirements such as academic qualifications, skills, experience, etc. ◆ Understand human resources planning of the organization, including: <ul style="list-style-type: none"> • Future organizational structure • Manpower supply and demand balancing plan • Manpower recruitment and replenishment plan • Staff training scheme • Manpower utilization plan, including: restructuring job functions and posts, designating and reshuffling work duties, expanding or reducing area of work, promotion and deployment, checking and adjusting manpower ◆ Understand the prevailing beauty manpower market and its development trend <p>6.2 Review job descriptions and duties</p> <ul style="list-style-type: none"> ◆ Master the performance management system of the organization and collect sufficient and useful data to set benchmarks for review, including: <ul style="list-style-type: none"> • Performance management flow • Report management system • Departmental and personal performance appraisal system ◆ Master the human resources management strategy of the organization and conduct regular review on job descriptions and duties according to established work analysis and review procedures ◆ Restructure and reshuffle the posts and duties according to the review results to ensure that the action is effective, reasonable and timely 		

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Capable to master the human resources management policy of the organization; and (ii) Capable to master work analysis and review procedures of the organization, review the operational performance of the organizational structure, and restructure and reshuffle the arrangement of posts and duties when necessary to fit in with the corporate development.
8. Remarks	