

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Review Staff Posts and Duties
Code	105443L5
Range	This unit of competency (UoC) is applicable to management staff in the hairdressing industry. Practitioners should be able to critically analyze, re-organize, evaluate and integrate the human resources management strategies of the hairdressing organization, and to review staff posts and duties regularly or when necessary to fit in with the corporate development.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of staff posts and duties <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: post definition, major authority and responsibilities and 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 recruitment and replenishment plan • Manpower supply and demand balancing 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 hairdressing manpower market and its development trend • Understand the status of and measures taken by competitors 2. Review staff posts and duties <ul style="list-style-type: none"> • Master the performance management system of the organization and collect sufficient and useful data as benchmarks for review, including: performance management flow, report management system, departmental and personal performance appraisal system, etc. • Master the human resources management strategy of the organization and conduct regular review on staff posts 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 • Ensure through effective staff communication mechanism that they fully understand the latest arrangement on staff posts and duties 3. Exhibit professionalism <ul style="list-style-type: none"> • Keep abreast of the latest development of the hairdressing manpower market and conduct review
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Master the organization's human resources management policy; and • Master corporate procedures for work analysis and review, 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.
Remark	