

iv. Landscape Officer

QF Level	Job Title	Landscape Officer
4	Job Descriptions	Managing various horticultural works, performing landscaping management, tree conservation and safety management, assisting in improving garden management, performing and supervising procurement and inventory control, performing risk assessment, safe environment and health management at workplace, performing human resource management, staff training and evaluation, performing quality management, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	<b>Management of the Environment of a Property</b>			
	Crisis & Emergency Handling	Manage the crisis and emergency situations	110418L4	3
	Arboriculture & horticulture - Beautify, Cultivation & Caring	Monitor the caring, safety and management of arboriculture and horticulture works	110435L4	6
OS	<b>Property Management Services for Owners, Tenants &amp; the Community</b>			
	Quality Management	Implement professional quality management and accreditation	110491L4	3
FN	<b>Finance and Asset Management relating to a Property</b>			
	Daily Income &	Handle financial and leasing	110568L4	3

	Expenditure	income and expenses, and the related statements		
	Procurement & Tendering	Execute and monitor on the procurement and tendering matters	110579L4	3
	Inventory Control	Execute the inventory control procedures	110585L4	3
<b>HR</b>	<b>Human Resources Management relating to a Property</b>			
	Human Resources Planning, Recruitment & Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6
	Teamwork & Leadership	Lead the teams in the provision of quality services	110596L4	3
	Occupational Health & Safety	Manage risk assessment, occupational health and safety	110602L4	3
			<b>Total Credit:</b>	<b>33</b>