

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Translate human resource (HR) strategies into operational systems and procedures
Code	106913L6
Range	Enabling HR units and HR professionals to perform their roles in a consistent manner by designing HR operational systems and procedures based on adopted business and HR strategies. This applies to the implementation of all HR strategies, operational systems and procedures by all members of the HR department.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the importance of proper planning and set-up of system and mechanism in the implementation of HR strategies • Understand the need for making all HR units and HR professionals fully aware and supportive of HR strategies and plans 2. Applications and Processes <ul style="list-style-type: none"> • Engage appropriate personnel in translation of HR strategies • Enable HR units and HR professionals to understand their respective roles in implementing HR strategies • Formulate and implement HR policies, operational systems and procedures with legal and compliance department • Develop project plans to operationalise the HR strategies • Evaluate current HR operational systems and procedures • Align existing HR operational systems and procedures to better support HR strategies 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Evaluate all HR policies, operational systems and procedures on a regular basis to maximise the organisation's efficiency and effectiveness • Engage managers as HR advocate to proactively address and respond to questions related to HR policies, operational systems and procedures
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment and implementation of HR policies, operational systems and procedures in a consistent and coherent manner in accordance with the HR strategies. • Alignment of existing HR operational systems and procedures to better support HR strategies.
Remark	