

Specification of Competency Standards for Human Resource Management

Unit of Competency

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| Title | Facilitate development of the organisation's vision, mission, core values (VMV) and behavioural expectations |
| Code | 106915L6 |
| Range | Developing a clear and inter-related set of VMV and behavioural indicators for the organisation. This applies to the development of VMV and behavioural expectations to define the organisation's business goals and objectives, reasons for existence and principles that guide its internal conduct and its relationship with the external environment. |
| Level | 6 |
| Credit | 6 |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the importance of aligning business strategies with the organisation's VMV and behavioural expectations • Understand the concept and definition of VMV in order to develop a clear and inter-related set of VMV for the organisation • Understand the industry, business background and life cycle of the organisation in order to develop appropriate behavioural expectations <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Determine the most appropriate approach or process for developing the organisation's VMV and behavioural expectations, in collaboration with senior management • Facilitate the integration of VMV into business strategies, policies and daily business management • Introduce critical behaviour or competencies which are essential for achieving the organisation's VMV through data collected from different channels (e.g. interviews and focus groups with employees, observations at workplace) • Validate the VMV and behavioural expectations by engaging all levels of employees throughout the process • Align and finalise a set of expected behaviour or competencies based on feedback • Establish clear behavioural expectations in the organisation's performance management system <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Proactively highlight and role model ethical leadership of human resource (e.g. uphold the principle or core value of confidentiality in handling sensitive employee issues) |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of a clear and inter-related set of VMV and behavioural expectations for the organisation. • Establishment or alignment of performance management system incorporating clear behavioural expectations. • Engagement with major stakeholders for multiple sources of input and ownership throughout the development process of VMV and behavioural expectations. |
| Remark | |