

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Validate headcount levels and skills requirements
Code	106931L5
Range	Validating the size, natures, capabilities and sources of workforce supply which will be required to meet the organisation's business requirements. This applies to the implementation of local and / or global headcount trend analysis to support strategic decision-making for the organisation, with the support of departments.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand common problems and best practices of headcount review and reporting as well as job levelling • Understand the skill requirements of different departments in the organisation for timely update 2. Applications and Processes <ul style="list-style-type: none"> • Conduct headcount trend analysis to identify attrition rate, headcount variance, headcount growth rate, etc. • Review skill requirements and job levels according to the latest business review in order to align with business requirements • Validate headcount levels and skill requirements against business objectives and industry benchmarking on a regular basis • Devise accurate headcount reporting for workforce forecasting, with support from departments 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Propose amendments on headcount and seek senior management's approval, where appropriate • Revise skill requirements in a timely manner to suit the ever-changing business environment and regional jurisdiction requirements, as needed
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of headcount trend analysis. • Provision of accurate headcount report for workforce forecasting. • Engagement with key stakeholders in headcount trend analysis.
Remark	