Specification of Competency Standards for Human Resource Management

## **Unit of Competency**

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|---|---|
| Title | Compile valid job specifications and descriptions |
| Code | 106933L4 |
| Range | Compiling valid content of a job in terms of activities involved and the human qualities needed to complete the job successfully. This applies to the provision of up-to-date information to the organisation, current and future job holders regarding the duties, roles and responsibilities of the jobs, as well as the characteristics, knowledge and skills of the qualified candidates. |
| Level | 4 |
| Credit | 4 |
| Competency | Performance Requirements<br>1. Knowledge in the Subject Area<br>    • Understand key elements of job specification (e.g. characteristics and qualifications required for satisfactory performance of defined duties and responsibilities) and job description (e.g. job title, job summary, reporting line, job duties)<br>    • Understand the changing requirements of jobs within the organisation and regional jurisdiction requirements, as needed<br>2. Applications and Processes<br>    • Organise job analysis with support from line management<br>    • Prepare or update job specifications and descriptions based on the result of job analysis, in collaboration with line management<br>    • Confirm the job specifications that are up-to-date with timely tracking of employee movements (e.g. promotions, internal transfer) and recruitment cases<br>3. Professional Behaviour and Attitude<br>    • Verify the content in job specifications and descriptions<br>    • Proactively contact line management to confirm validity of the updated job specifications and descriptions |
| Assessment Criteria | The integrated outcome requirements of this UoC are:<br>    • Compilation of valid and up-to-date job specifications and descriptions which are aligned with current performance and future development needs of the business. |
| Remark | |