

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

|                     |   |
|---------------------|---|
| Title               | Coordinate market benchmarking survey   |
| Code                | 106972L4  |
| Range               | Coordinating market benchmarking survey so that the organisation can compare compensation and benefits of critical roles with other organisations in respective operating markets and jurisdictions. This applies to the process of participating in market benchmarking survey for achieving external equity and maintaining competitiveness of the organisation to attract, retain and motivate employees.  |
| Level               | 4   |
| Credit              | 4   |
| Competency          | <p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the benchmarking objectives and mechanism of the survey company</li> <li>• Understand the pay components represented by different benchmarking parameters and terminologies in the benchmarking survey set by the survey company</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Assess validity related to the benchmarking survey (e.g. data use and confidentiality) that would have impact on the organisation</li> <li>• Match different pay components within the organisation with the benchmarking parameters</li> <li>• Select job that highly resembles the internal job based on job family, job grade, job content, etc. for benchmarking</li> <li>• Compile and provide relevant data required for participating in the benchmarking survey</li> <li>• Check data integrity for comparison and handle data discreetly with a high level of professionalism</li> <li>• Communicate survey results, observations and implications to senior management</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Support internal human resource (HR) professionals and department heads to interpret the survey results for driving talent management and employee engagement</li> </ul> </li> </ol> |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Provision of relevant data to the survey company for participating in the benchmarking survey.</li> <li>• Provision of support to internal HR professionals and department heads to interpret the survey results.</li> </ul>   |
| Remark              |   |