

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Facilitate and manage the pay review exercise
Code	106983L5
Range	Developing and implementing policies and practice to facilitate and manage the pay review exercise. This applies to the development and implementation of policies and practices for governing the pay review process to determine the pay adjustments with due consideration of employee performance, length of service in the job, existing salary, internal equity, external benchmarking, budget, etc.
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 the value of pay review exercise to the organisation and its employees • Understand the organisation's major sources of revenue and cost implications of reward strategy on its key financial metrics • Understand the trends of reward strategy in respective operating markets and jurisdictions 2. Applications and Processes <ul style="list-style-type: none"> • Develop pay review policies and practices to address the organisation's business needs • Develop approval mechanism to manage off-cycle pay review exercise • Analyse market data related to pay trends from different sources (e.g. pay trend surveys, professional bodies) and determine the market values of different jobs in the organisation • Review overall performance and salary level relative to job responsibilities after performance review exercise is completed • Collaborate with finance department and validate key financial metrics in the budget (e.g. pay increase allocation amongst business units) • Devise frequently asked questions and answers to facilitate implementation of pay review exercise • Propose base pay structure adjustments, with due consideration of cost implications for senior management's approval 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Always define the roles and responsibilities in the pay review exercise (e.g. who proposes and who approves pay review request)
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of policies and practices to facilitate and monitor the pay review exercise with reference to the organisation's reward strategy and reward philosophy. • Establishment of approval mechanism to manage off-cycle pay review exercise in order to take care of the new employees and the employees who transfer payroll categories and miss the review date. • Execution of monitoring on implementation of pay review exercise in accordance with the pre-set policies and practice.
Remark	