

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Maintain human resource (HR) related workflows and processes
Code	107023L4
Range	Maintaining HR related workflows and processes at organisational at departmental levels. This applies to the maintenance of a comprehensive human resources management system for effective HR planning, management and development.
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 benefit of maintaining and improving HR related workflows and processes</li> <li>• Understand the common HR related workflows and processes in the market or industry in order to select the appropriate ones for the organisation</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Execute HR related workflows and processes in accordance with the approval matrix and process ownership</li> <li>• Maintain end-to-end HR workflows and processes with relevant departments</li> <li>• Check and inform relevant departments about employee movements through an established process and procedure in a timely manner</li> <li>• Monitor key risk areas in HR related workflows and processes</li> <li>• Monitor HR related workflows and processes to identify improvement areas</li> <li>• Use communication channels for collecting employee feedback and suggestions on HR related workflows and processes</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively search for different kinds of modern technologies to improve process efficiency and effectiveness (e.g. digitalising information for easy access by relevant parties)</li> <li>• Benchmark best practices of HR related workflows and processes in the market</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Maintenance of HR related workflows and processes which are based on the critical requirements of users and the organisation's operations.</li> <li>• Identification of improvement areas on HR related workflows and processes in a timely manner.</li> </ul>
Remark	