

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Revise the system to address changes in internal / external environment
Code	107039L5
Range	Planning and enforcing adjustment and update of human resource (HR) policies, processes, systems and operations. This applies to the process of system adjustment and update with the support from major stakeholders to address changes in internal / external environment and their implications on HR operations.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the ever-changing internal and external environment, and their implications on HR operations • Understand employment related ordinances and statutory regulations, internal policies and procedures related to data protection and HR operations <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Analyse relevant information via different channels and identify issues that will affect the maintenance, enhancement, compliance and reliability of the system • Consult expertise of relevant disciplines (e.g. lawyers, professional bodies) for opinions and advice on the identified issues when necessary • Develop action plan with resources required to address changes in internal / external environment • Involve major stakeholders throughout the updating process <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Always implement follow-up actions to maintain system updates as planned • Closely control every step throughout the updating process
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of connections with relevant professional bodies for consultation. • Establishment of action plan with resources required for system adjustment and update. • Execution of system adjustment and update in accordance with the action plan and stakeholders' needs.
Remark	