

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Consult and incorporate internal / external legal advice when changing human resource (HR) policies, procedures and operations
Code	107042L5
Range	Consulting and incorporating advice from relevant authorities on legal implications of a wide range of business challenges and HR related issues for making changes to HR policies, procedures and operations. This applies to the process of consultation of changing HR policies, procedures, operations and systems with due consideration of internal / external legal advice and involvement of relevant stakeholders.
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 legal implications of a wide range of business challenges and HR related issues (e.g. ranging from business acquisitions to employment termination) • Understand employment related ordinances and statutory regulations 2. Applications and Processes <ul style="list-style-type: none"> • Consult relevant authorities, external expertise or professional bodies for advice on different types of HR related issues (e.g. internal or external legal advisors for change of employment terms, Equal Opportunities Commission for equal opportunities issues) • Translate the solicited advice from relevant authorities, external expertise or professional bodies into recommendations to changing HR policies, procedures and operations • Estimate the related legal costs and develop budget for senior management's approval 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Always seek second opinion and involve senior management to make an informed decision
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of collection of legal advice for minimising negative impact of change in HR policies, procedures and operations. • Execution of changes or enhancement of HR policies, procedures and operations with due consideration of internal / external legal advice.
Remark	