

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Execute necessary actions to mitigate or reduce people risks
Code	107077L4
Range	Reducing risks associated with workforce for risk management and business continuity. This applies to the business process review and maintenance of business continuity and people risk profile in collaboration with departmental representatives.
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 importance of talent management and succession planning strategy in terms of risk management and business continuity</li> <li>• Understand the potential, performance and readiness of high potential employees / successors in the organisation</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Coordinate with department representatives to review business process and identify the key roles at every level that are critical to business operation and future development of the organisation</li> <li>• Confirm job requirements, competencies and performance standards for each key position</li> <li>• Maintain effective operation of performance management system in order to identify and retain high potential employees and successors</li> <li>• Update the talent pool on a regular basis</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Benchmark and adopt as appropriate best practices in the market for the identification and development of high potential employees / successors</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Implementation of business process review in collaboration with department representatives to identify and execute necessary actions to mitigate or reduce people risks.</li> <li>• Identification of job requirements, competencies and performance standards for each key position with reference to the talent management and succession planning strategy.</li> <li>• Implementation of regular review and update of the organisation's talent pool.</li> </ul>
Remark	