

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Carry out employee wellness and work-life balance initiatives
Code	107105L3
Range	Carrying out employee wellness and work-life balance initiatives so that employees put the adopted ideas and initiatives into practice. This applies to the execution of employee wellness and work-life balance initiatives in the organisation with the support from relevant stakeholders.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand different types of work-life balance initiatives in the market in order to select the appropriate ones for adoption in the organisation • Understand the business strategies and employee needs in relation to work-life balance 2. Applications and Processes <ul style="list-style-type: none"> • Contact service providers (e.g. non-governmental organisations) to define details of the initiatives if appropriate • Carry out employee wellness and work-life balance initiatives (e.g. flexible working hours, family-friendly practices) in the organisation • Collect timely feedback from all employees to measure effectiveness of the employee wellness and work-life balance initiatives • Check execution details in organising and administering work-life balance initiatives 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Regularly check the performance of existing initiatives for continuous improvement • Proactively check the accuracy and details of the arrangement of employee wellness and work-life balance initiatives
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of adopted internal and / or external employee wellness and work-life balance initiatives (e.g. clinical hotline, flexible working hours). • Engagement of target individuals (e.g. service providers, service users) to follow up the performance of existing initiatives for continuous improvement.
Remark	