

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

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| Title | Formulate human resources strategy |
| Code | LOCUOM509B |
| Range | This unit of competency is applicable to sea freight, air freight and express operators. Practitioners should be capable to master the situation of cargo transport and logistics industry and formulate suitable and effective human resources strategy in accordance with the operation and development policy of the company. |
| Level | 5 |
| Credit | 6 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge of human resources strategy</p> <ul style="list-style-type: none"> • Understand the concepts and functions of human resources management including human resources planning, duty design and arrangement, recruitment and selection, training and development, motivation and performance assessment, benefits and labour relations, legislations and insurance, etc. • Understand the operation policy and strategy of the company • Understand the short-, mid- and long-term development plans and direction of the company • Master the manpower market conditions and characteristics of the industry and overall society • Understand educational and manpower development policy of the industry and overall society • Understand the industry's requirements on new technology and knowledge • Understand the workflow and characteristics of cargo transport and logistics operation such as duty system, overtime work and working on holidays <p>2. Formulate human resources strategy</p> <ul style="list-style-type: none"> • Understand the short-, mid- and long-term development plans and operation strategy of the company • Analyse the staff wastage of the company • Analyse the supply and demand of the manpower market • Forecast the manpower demand in respect to factors such as staff turnover, retirement, suspension as well as number of staff on leave and study • Forecast the future development or shrinkage of the company so as to assess the types and numbers of job positions to be increased or decreased • Assess the future trend of salary and welfare in the manpower market • Assess the recruitment policy of the company • Assess the effectiveness of incentive system of the company • Assess the training and development needs of the company • Assess the working culture and cohesiveness of the company • Recommend measures to facilitate the operation policy and development strategy of the company • Compile reports to illustrate human resources strategy and implement action plans |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to assess factors affecting the human resources strategy and formulate human resources strategies with respect to the operation policy and development of the company; and |

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| | <ul style="list-style-type: none">• Capable to compile reports to illustrate the human resources strategy formulated. |
| Remark | |