

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Human Resources Management relating to a Property

Title	Know the duties of each post, manpower, and training arrangement
Code	110587L2
Range	Duties of position and deployment, applicable to frontline employees in understanding of duties of positions, assignments and training arrangements
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Understand duties of positions and deployment</p> <ul style="list-style-type: none"> <li>• Be able to understand the basic conditions of employment under Employment Ordinance and the appeal procedures for labour disputes</li> <li>• Be able to understand the duties of positions and deployment</li> </ul> <p>2. Reflect the needs</p> <ul style="list-style-type: none"> <li>• Be able to assist in in arrangement of recruitment advertisements and sorting out the applicant's information for selection by the superior according to the job duties and needs of the position</li> <li>• Be able to understand the labor problems raised by employees, report to the superiors and follow up with appropriate methods</li> <li>• Be able to reflect to the superiors the knowledge and skills required for performing the duties of the post effectively, as well as the workload of the post</li> <li>• Be able to put forward the training needs of the job to the superior, assist in the assignment of employees to participate in the training and record the training materials</li> <li>• Be able to consolidate the data of duty roster and actual manpower on duty for review by the superior</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand the duties of positions and deployment, understand the basic employment conditions under the labor legislations and the appeal procedures for labor disputes;</li> <li>• Be able to reflect to the superior the knowledge and skills, workload and training needs required for the post so as to effectively perform the duties, and assist in the arrangement of recruitment and mobilization of employees to participate in the training as needed; and</li> <li>• Be able to understand the labor problems raised by employees, report to superiors and handle in an appropriate way.</li> </ul>
Remark	