

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Security Management

Title	Establish the organisational structure of security services
Code	107626L6
Description	This unit of competency applies to security personnel at managerial level responsible for managing security services of an organisation. It covers the abilities to establish the organisational structure of security services to guide recruitment, promotion and staff development.
Level	6
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Analyse relevant information to identify critical factors that will affect the organizational structure of security services</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Analyse the security strategy and desired level of security to be achieved • Analyse the scope of security services required • Analyse the goals and performance standards of security services required • Analyse the security management plan • Analyse the organisation's policy for managing human resources • Analyse the manpower resources available for security services • Evaluate the requirements of the Security and Guarding Services Ordinance, Cap 460 relevant to the provision of security services in Hong Kong • Evaluate international standards and best practices for security management <p>2 Establish the organisational structure of security services in consultation with Human Resources</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Define the management structure of security services • Define the job roles in each level • Define the job title, job description and responsibilities of each role • Define the qualifications, experience and performance requirements of each role • Define the compensation package of each job level or job role • Obtain the endorsement of senior management regarding the organisational structure of security services • Integrate the organisational structure of security services with relevant human resources policies to guide recruitment, promotion and staff development of security personnel • Conduct periodic reviews for continuous improvement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Establish an organisational structure that will guide recruitment, promotion and staff development and contribute to the effective and efficient operation of security services • Conduct periodic reviews of the security organisation structure and make recommendations to ensure that it meets the organisation's needs and objectives
Remark	