

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Law in Practice (The Government and Legal System)**

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| 1. Name | Supervise subordinates to liaise with relevant organizations in dealing with property management issues | |
| 2. Code | PMZZLW301A | |
| 3. Range | Supervision of subordinates in liaison with relevant organizations in handling daily property management operations according to instructions and scope of duties | |
| 4. Level | 3 | |
| 5. Credit | 3 | |
| 6. Competency | <u>Performance Requirement</u> | |
| | 6.1 Knowledge on government departments and public services organizations | <ul style="list-style-type: none"> ● Able to explain the scope of works and duties of government departments, law enforcement departments and public services organizations in relation to daily property management works |
| | 6.2 Supervise subordinates | <ul style="list-style-type: none"> ● Able to supervise subordinates to appropriately seek assistance from relevant departments in order to resolve daily frontline operational matters |
| 7. Assessment Guidelines | <p>The integral outcome requirements are:</p> <p>(i) Able to explain the scope of work of related Government departments and public services organizations, and understand the relevance to the daily operations of property management works, which may include non-routine matters</p> <p>(ii) Able to supervise subordinates to correctly and efficiently contact related departments or organizations according to prescribed guidelines and rules in the staff handbook in order to follow up cases and handle problems</p> | |
| 8. Remarks | | |