

1. Title	Deploy staff
2. Code	105133L3
3. Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. It requires analysis and judgement. It covers the abilities to master the scope of work and duties of all ranks of the organization; make recommendations to management level on staff deployment and implement them according to the change in organization's manpower structure, the performance and development aspiration of staff, so as to bring out their strengths and facilitate the development of the organization.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Knowledge of human resources management</p> <ul style="list-style-type: none"> ◆ Understand basic human resources management concepts ◆ Understand the organizational structure and the area of work and duties of all ranks of the organization, such as: <ul style="list-style-type: none"> • Cashier • Sales person • Promoter • Tally clerk • Warehouse supervisor ◆ Understand the human resources management policies of the organization, including: <ul style="list-style-type: none"> • Recruitment and appointment • Job nature analysis • Salary management • Performance management • Staff training ◆ Understand different forms and principles of staff deployment, including: promotion, secondment, posting, etc. ◆ Understand the benefits of internal selection and promotion, such as: <ul style="list-style-type: none"> • Enhancing staff's learning and working initiative • Fostering staff's sense of belonging to the organization ◆ Understand the effects of staff deployment on the organization on the operational cost, change in organizational structure, etc. <p>6.2 Deploy staff</p> <ul style="list-style-type: none"> ◆ Decide on manpower demand according to the current and long-term human resources policies of the organization ◆ Make recommendations to the management level on staff deployment and implement them according to daily operational needs <ul style="list-style-type: none"> • Review the operational needs of the stores and staff's abilities and strengths to decide on the number of staff to be deployed • Deploy staff to suitable positions so as to bring out their strengths • Make deployment or secondment or recruit temporary staff to meet seasonal, operational or urgent needs

	<ul style="list-style-type: none"> ◆ Deploy staff to suit the long-term human resources plan <ul style="list-style-type: none"> • Review regularly related factors of all kinds so as to assess future manpower demand, including: <ul style="list-style-type: none"> - Business performance of the organization - Number of staff in stores - Staff's skills - Staff wastage • Decide on the recruitment or deployment plan according to the human resources policies and earnings forecasts of the retail stores ◆ Review staff performance after deployment and the effect on the operation of the organization <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> ◆ Ensure reasonable deployment of staff according to the principle of fairness and justice in order to avoid job mismatch ◆ Comply with ordinances related to equal opportunities and anti-discrimination ◆ Maintain good communication with staff members or staff associations (e.g. staff unions)
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> (i) Master the organizational structure and the scope of work and duties of all ranks of the organization; and (ii) Make recommendations to the management level on staff deployment and implement them according to the current status and future business development as well as the manpower demand of the organization, so as to bring out strengths of staff and facilitate the development of the organization.
8. Remark	