

(5) Mapping of UoCs for Senior Property Manager

QF Level	Job Title	Senior Property Manager		
6	Job Descriptions	Plan and formulate strategies and standards for quality property management services, customer services, financial planning, occupational health and safety, human resources planning, continuous improvement plan, asset management, property management services tenders, select tenderers etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Develop continuously on the technicality of repair and maintenance management of a building	PMZZEM601A	9
		Plan on environmental policy of a building development	PMZZEM602A	6
		Develop continuously on the technicality of repair and maintenance management of a building	PMZZBM601A	9
		Formulate feasibility studies and implement plans on improvement and enhancement of a building as a whole	PMZZBM502A	9
		Represent owners / tenants in external liaison and formulate management strategies	PMZZOS601A	6
		Formulate standing orders and chair meetings	PMZZOS502A	9
		Formulate risk management strategies	PMZZOS602A	6
		Plan on quality management standards	PMZZOS603A	6
		Plan as a whole and evaluate on shopping centre, cultural, recreational and community activities and value-added services	PMZZOS604A	9
		Master planning on pre-management programme and participate in drafting of the deed of mutual covenants	PMZZOS605A	6
		Plan as a whole on pre-management matters	PMZZOS506A	6
		Plan on the development of club house, cultural and recreational facilities, shopping centres, industrial and commercial buildings and other premises	PMZZFM601A	6
		Master the latest amendments in related legislations and submit views on draft bills	PMZZLW601A	9
		Review on contract terms and the content of legal documents	PMZZLW602A	9
		Verify and approve on expenditure items and budget, and develop internal audit procedures	PMZZFN601A	6
		Conduct overall planning on human resources development in property management	PMZZHR601A*	9
		Plan on continuous improvement of property management service standard	PMZZHR502A	6
		Plan on measures for occupational health and safety in a property management environment	PMZZHR503A	6
		Plan on customer services with owners' organizations	PMZZHR504A	9
			Total	141

		<p><u>Proposed new areas for formulating new UoCs:</u></p> <ul style="list-style-type: none"> ➤ Plan and coordinate in bidding for property management services tenders ➤ Supervise his/her regional portfolio properties ➤ Select tenderers
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Remarks: *The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.