

人力資源管理 Human Resources Management

員工發展

人員編制

土地註冊處致力維持一支訓練有素及具靈活性的員工團隊。公務員是本處的核心員工，以確保部門及客戶服務質素的穩定性。我們亦聘用非公務員合約人員，以靈活回應運作或業務不斷轉變的需求。

截至2014年3月31日，本處共僱用了479名常額人員和132名非公務員合約人員。常額人員包含不同職系的人員，包括土地註冊主任、律師、庫務會計師、系統分析／程式編制主任及一般職系人員等。非公務員合約人員則包括土地註冊行政助理、律師、會計助理、資訊科技人員及合約文員等。本處會定期檢視人員編制狀況，並因應運作需要的改變而調整非公務員合約人員的數目。

員工培訓

員工培訓是人力資源發展的重要組成部分。我們給予員工機會和鼓勵，協助他們在不同職業階段全面發揮及發展潛能。為此，我們制定部門年度員工培訓計劃，並按照計劃舉辦各項培訓活動，旨在增加員工的工作信心、加強團隊合作、竭力優化服務，從而令員工以至整個部門的表現持續提升。

在2013/14年度，我們舉辦了超過1,900天的培訓，所提供的培訓涵蓋不同課題，並以多種形式進行。

全面性培訓

年內，部門舉辦了不同系列的培訓課程，以提升員工的主要工作技能。

我們亦為新入職的主任級人員安排迎新課程，讓其熟悉部門的各項運作。



維持公務員的廉潔、誠信及問責性對維繫市民的信任皆十分重要。為喚起員工對誠信管理的認識，以及加強他們對利益衝突角色管理的認知，我們在2013年6月為所有高級文書主任及文書主任舉辦由廉政公署人員主持的「利益衝突管理」講座。



Staff Development

Staffing

The Land Registry maintains a well-trained and highly flexible team of staff. The core group of staff are civil servants to ensure stability of the department and quality of service to customers. Non-civil Service Contract (NCSC) staff are also employed to give flexibility to the department for responding to changes in operational or business needs.

As at 31 March 2014, we employed 479 permanent and 132 NCSC staff. Our permanent staff comprise officers of various grades including Land Registration Officers, Solicitors, Treasury Accountants, Analysts/Programmers and general grades. Our NCSC staff include Land Registration Executives, Solicitors, Accounting Executives, IT staff and contract clerks. We regularly review our staffing position and adjust the number of NCSC staff in the light of changes in operational requirements.

Staff Training

Staff training is a critical component of human resource development. We provide opportunities and encouragement for staff at all stages of their career to help them realise their potential. To achieve this, we develop annual departmental staff training plans and organise training programmes in accordance with the plans. The ultimate objective is to enable staff to work with confidence, strengthen teamwork, reinforce commitment to service excellence and support continuous improvement in individual and departmental performance.

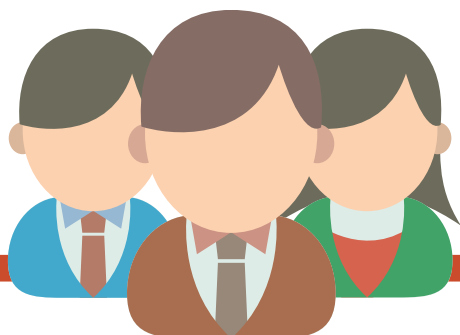
In 2013/14, we arranged over 1,900 days of training in various modes on a wide spectrum of subjects.

Organisation-wide Training

Throughout the year, the department organised a wide range of training courses to enhance the core competencies of staff.

For new recruits of Officer Grade staff, an in-house induction course was arranged to familiarise them with the operations of the department.

Maintaining a clean, honest and accountable civil service is vital for sustaining public trust. To refresh staff's knowledge about integrity management and strengthen their awareness of the roles in managing conflict of interest, talks on "Managing Conflict of Interest" by the Independent Commission Against Corruption were delivered to all Senior Clerical Officers and Clerical Officers in June 2013.



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為使主任級人員具備有效的管理知識和技巧，我們特別為不同職級的主任級人員舉辦了「領導才能工作坊」、「壓力管理工作坊」及「衝突管理工作坊」。



我們亦為主任級人員安排了「介紹屋宇署角色和職能，以及其與土地註冊處相關運作」的講座，加深他們認識屋宇署的最新發展項目與計劃，以及屋宇署與土地註冊處的相互合作關係。

我們繼續為所有員工舉辦不同級別的普通話課程，提高他們以普通話溝通的能力。除普通話課程外，我們亦舉辦了「職務中文寫作工作坊」，以提升員工的書面溝通技巧。此外，本處為員工舉辦各類電腦課程，以更新其資訊科技應用的最新知識。

我們亦定期安排高級人員參加由其他政府部門及私人界別的業務夥伴主辦的講座和簡報會，以擴闊他們的知識和視野。

自我增值

除安排課堂培訓外，本處亦鼓勵員工透過網上學習進行自我增值。所有員工均獲安排一天的網上學習，於辦公時間在部門的學習資源中心選取感興趣的不同自修課程。



To equip Officer Grade staff with the knowledge and skills in effective management, we organised tailor-made courses on “Leadership”, “Personal Effectiveness” and “Staff Management” for various levels of officers.



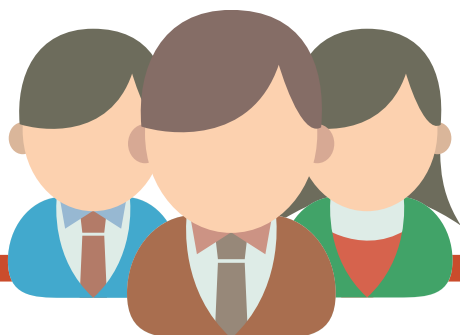
A talk on “Roles and Responsibilities of the Buildings Department and its Operation relating to the Land Registry” was arranged for Officer Grade staff to enrich their knowledge about the latest projects and initiatives of the Buildings Department and the co-working relationship between the Land Registry and the Buildings Department.

To strengthen staff’s proficiency in communicating in Putonghua, we continued to organise Putonghua courses at different levels for all staff. Apart from Putonghua, workplace Chinese writing workshops were conducted to enhance staff’s written communication skills. Various computer courses were also organised to update staff’s knowledge in IT applications.

We also regularly arranged talks and briefing sessions by other Government departments and business partners in the private sector for broadening our senior staff’s knowledge and exposure.

Self-learning

In addition to classroom training, the Land Registry encourages self-learning through e-learning programmes. All staff are allowed to undertake one day’s e-learning during which they are free from their office work to pursue self-learning of various interested topics at our Learning Resource Centre.



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員工發展

我們為員工安排擴闊視野的發展課程，以便他們迎接新挑戰、加強溝通技巧，以及培養制定政策及領導的能力。在2013/14年度，本處人員參加了浙江大學的國家事務研習課程，以及公務員培訓處的「創意領導培訓課程」。

鼓勵及嘉許員工

作為不斷追求卓越客戶服務的營運基金部門，我們十分注重對員工的鼓勵和嘉許。

員工建議書計劃

本處自1993年起推行員工建議書計劃，以鼓勵所有員工就不同事宜，包括提升服務質素、部門運作、節約資源及環境保護，提出建議。

在2013/14年度，本處共收到13份員工建議書，並就此頒發了7項獎勵。

最優秀員工選舉

本處自1997年起推行周年的「最優秀員工選舉」獎勵計劃，以激勵員工士氣、提高工作熱忱，以及表揚對部門作出卓越貢獻的員工。

我們在2013年11月邀請所有員工投票選出「最優秀員工」，3名員工獲頒獎項。

長期服務獎勵計劃

本處自1999年起推行周年的「長期服務獎勵計劃」，以表揚在本處長期服務而表現優良的員工。

在2013年，共有19位服務年資達25年或以上的員工獲此獎項。



Staff Development

We arrange staff development programmes to broaden staff's perspectives so that they can meet new challenges, strengthen their communication skills and develop policy formulation and leadership capacities. In 2013/14, our staff attended the "National Studies Course at Zhejiang University" and the "Innovative Leadership Programme" of the Civil Service Training and Development Institute.

Staff Motivation and Recognition

As a Trading Fund department, we put great emphasis on staff motivation and recognition for the continual pursuit of excellence in customer services.

Staff Suggestions Scheme

Since 1993, we have introduced the Staff Suggestions Scheme to encourage all staff to make suggestions on various issues including improvement of service quality, operation, efficient use of resources and environmental protection.

In 2013/14, we received a total of 13 staff suggestions and 7 awards were granted.

Best Staff of the Year Award Scheme

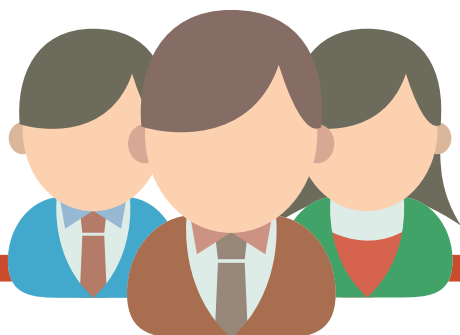
Since 1997, we have introduced the annual "Best Staff of the Year" award scheme to motivate staff, promote work commitment and give recognition to staff with remarkable contributions to the department.

In November 2013, all staff were invited to vote for the "Best Staff". Three prizes were awarded.

Long Service Appreciation Award Scheme

Since 1999, we have launched the annual "Long Service Appreciation Award Scheme" to give recognition to staff with long and meritorious service in the department.

In 2013, a total of 19 staff members with 25 or more years of service were honoured with the award.



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最佳前線員工獎勵計劃

本處自2007年4月起推行「最佳前線員工獎勵計劃」，旨在提倡優質客戶服務文化，以及表揚傑出員工的表現和成績。

是項獎勵計劃每半年舉辦一次，期間獲客戶嘉許次數最多的個別員工和團隊便可得獎。獲獎的員工和團隊名單會在客戶服務中心及新界查冊中心張貼，以作表揚。



2013年上半年團隊獎得獎組別
Winner of the Team Award for the first half year of 2013



2013年下半年團隊獎得獎組別
Winner of the Team Award for the second half year of 2013

員工關係

我們深明職管雙方有效溝通對提供優質客戶服務極為重要。我們致力提供合適的環境，例如透過定期舉行的員工關係會議、部門刊物和員工福利活動等，促進各級員工之間的溝通。

部門協商委員會

「部門協商委員會」共有14位來自各個員工組別和管理層的代表。委員會每季舉行一次會議，以促進員工與管理層之間的了解和合作。



Best Frontline Staff Award Scheme

The Land Registry has launched the Best Frontline Staff Award Scheme since April 2007 with the aim of fostering a culture of good customer service and to recognise laudable staff performance and achievements.

Individual staff members and teams receiving the highest number of commendations from our customers in each half-year period are awarded. To give due recognition, the names of the winning staff members and teams are posted at the Customer Centre and NTSOs.



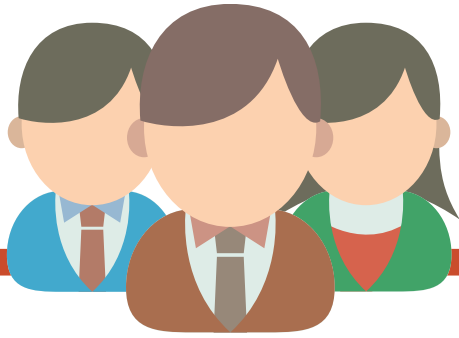
2013年下半年個人獎得獎者
Winner of the Individual Award for the second half year of 2013

Staff Relations

We recognise that effective communication between management and staff is crucial for the provision of quality service to customers. We are committed to providing an environment that encourages communication among staff at all levels through regular staff relations meetings, departmental publications and staff welfare functions.

Departmental Consultative Committee

The Committee comprises 14 representatives of various staff groups and representatives of the management. It meets quarterly to promote better understanding and cooperation between staff and the management.



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土地註冊處員工通訊

《土地註冊處員工通訊》是由來自各個部組的編輯委員會成員定期編製的部門刊物。通訊內容涵蓋不同課題，包括專題故事、最新業務資訊、社區事務、員工消息與活動剪影、環境保護、保健貼士及語文知識等。這份刊物深受各員工歡迎，有助促進團隊精神和加強員工對部門的歸屬感。

土地註冊處員工康樂會

「土地註冊處員工康樂會」由本處同事以義務形式管理。在2013/14年度，該會為部門同事及其家屬舉辦了多項社會及康樂活動，包括部門的周年員工聯歡晚宴、聖誕聯歡會、義工服務及郊遊活動等。

知識管理

本處設置了「知識管理系統」，以促進部門內部有系統的知識管理和分享。該系統包含超過5,500份參考文件和案例。在2013/14年度，本處員工檢索超過200項系統資料，以作日常工作參考。

未來計劃

本處在來年會繼續加強部門的學習文化，為員工提供適當的培訓課程，並安排合適的人員參加管理人員專業發展課程及公務員事務局培訓課程。透過參加這些培訓及發展課程，員工的能力將有所提高，可作出更好準備以面對轉變，為部門的未來發展作出貢獻。



Staff Magazine

The Staff Magazine is a departmental publication issued periodically under an editorial board comprising staff of various divisions. It covers a wide range of topics including featured stories, business updates, community involvement, staff news and activity snapshots, environmental protection, health tips and language knowledge, etc. It is popular among staff and helps promote team spirit and a sense of corporate identity.



Staff Recreation Club

The Staff Recreation Club is run by staff on a voluntary basis. In 2013/14, it organised various social and recreational activities for staff and their families, including the department's annual dinner, Christmas party, volunteer social services and outings.

Knowledge Management

The Land Registry maintains a Knowledge Management System to facilitate systematic management and sharing of knowledge across the department. The system contains over 5,500 reference documents and precedent cases. Over 200 searches were made by our staff for reference in their daily work in 2013/14.

Future Plan

The Land Registry will continue to reinforce its organisational learning culture by providing appropriate training programmes to staff and arranging suitable officers to attend executive development programmes and training programmes of the Civil Service Bureau in the coming year. Through the training and development programmes, staff capabilities will be strengthened to better prepare for changes and contribute to the future development of the department.