Australian Government

Department of Education, Employment and Workplace Relations

PSPMNGT602B Manage resources

Revision Number: 3

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPMNGT602B Manage resources

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers management of resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

In practice, the management of resources occurs in the context of other generalist or specialist public sector work activities such as managing people, managing diversity, managing risk, developing a business case, formulating business strategies etc.

This unit is one of 6 units of competency in the *Working in Government* and *Management* Competency fields that deal with resources. Related units are:

- PSPGOV204B Access and use resources
- PSPGOV305B Access and use resources and financial systems
- PSPGOV403B Use resources to achieve work unit goals
- PSPGOV503B Coordinate resource allocation and usage

This unit replaces and is equivalent to *PSPMNGT602A Manage resources*.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Analyse resource requirements**	1.1 Resource bids are developed in line with outputs identified in business plans.
	1.2 Key ***stakeholders*** are consulted in determining the nature and level of ***resources*** required.
	1.3 Analysis of resource requirements is used to identify proposed costs and benefits.
	1.4 Opportunities to share resources across ***business units*** within the organisation are identified.
2. **Develop resource plans to support achievement of business unit objectives**	2.1 Resource plans are developed that detail the acquisition and allocation of resources, and the relationship to ***business strategies***, contingencies, plans, programs and processes.
	2.2 Internal resourcing capabilities and external resourcing requirements are identified.
	2.3 Procedures for the evaluation of resource allocation are identified in resource plans.
	2.4 Processes for managing changing government priorities are included in resource plans.
	2.5 Approval for resource plans is obtained from senior management.
3. **Allocate resources to achieve stated business objectives**	3.1 Resources are allocated in accordance with relevant ***legislation, organisational policy and practices***.
	3.2 Resource allocation is managed to enable achievement of business unit objectives.
	3.3 Resources are negotiated and obtained within required timeframe to enable achievement of business unit objectives.
	3.4 Systems are developed and implemented to enable timely and accurate monitoring and review of resource usage.
	3.5 Efficient use of ***technology*** is incorporated into work practices.
4. **Review and report on resource usage**	4.1 Procedures to review resource allocation against business unit objectives are developed and implemented.
	4.2 Compliance with program and project budgets is monitored and corrective action is recommended and actioned where necessary.
	4.3 Reports are prepared that clearly indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations, policies, procedures and guidelines relating to resource management in the public sector
- using effective consultation and negotiation with stakeholders
- writing reports requiring reasoning and precision of expression
- communicating using complex exchange of oral information
- responding to diversity, including gender and disability
- applying budgeting and financial management
- applying occupational health and safety and environmental strategies to resource management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- resource plans
- financial management and budgetary processes in the organisation
- business strategies
- risk management concepts
- organisational goals, policies and procedures
- equal employment opportunity, equity and diversity principles
- jurisdictional legislation and guidelines applicable to resource management, including occupational health and safety and environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that must be achieved prior to this unit:*Nil*
	• *Co-requisite* units that must be assessed with this unit:*Nil*
	• *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	  • PSPETHC601B Maintain and enhance confidence in public service
	  • PSPGOV601B Apply government systems
	  • PSPGOV602B Establish and maintain strategic networks
	  • PSPLEGN601B Manage compliance with legislation in the public sector
	  • PSPMNGT610A Manage public sector financial resources
	  • PSPPOL603A Manage policy implementation

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • management of resources in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • procedures and protocols • jurisdictional legislation and guidelines applicable to resource management • workplace information such as resource allocations, resource plans • workplace scenarios and case studies to capture the range of situations likely to be encountered when managing resources
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment, or one that closely resembles

normal work practice and replicates the range of conditions likely to be encountered when managing resources, including coping with difficulties, irregularities and breakdowns in routine

- management of resources in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in **bold italics** in the Performance Criteria is explained here.

Stakeholders may include:	• all those individuals and groups both inside and outside the organisation that have some direct interest in the organisation's behaviour, actions, products and services such as: • other public sector organisations • union and association representatives • boards of management • government • Ministers
Resources may include:	• human • physical • financial • technological and information resources
Business units may be:	• programs • sub-programs • cost centres • areas • divisions • branches • production units or sections located within the organisation
Business strategies may include:	• programs, projects, processes and plans used to attain the business unit's strategic objectives
***Legislation, organisational policies and practice*s** may include:	• Commonwealth and State/Territory legislation including equal employment opportunity and anti-discrimination law • national and international codes of practice and standards • the organisation's policies and practices • government policy • codes of conduct
Technology may include:	• computers and computer software • photocopiers • communication systems

Unit Sector(s)

Not applicable.

Competency field

Management.