



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS501A Manage staff

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the management of staff and defines the standard required to: prepare task descriptions and person specifications; arrange employment of workforce members; implement Occupational Health and Safety (OHS) policies and procedures; review labour productivity.
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Application of the Unit

Application of the unit	This unit applies to those whose job role includes managing staff and applies to both operational and strategic managers in agriculture, horticulture and land management.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare task descriptions and person specifications	<p>1.1. Tasks are identified and described along with the range of conditions under which performance may need to occur.</p> <p>1.2. Most appropriate employment arrangements are determined based on employer and employee needs, and responsibilities and rights.</p> <p>1.3. Person specifications are prepared with due regard to legislation, codes and national standards.</p>
2. Manage workforce performance	<p>2.1. Induction programs are designed for each employee consistent with legislative requirements and enterprise guidelines.</p> <p>2.2. Terms of engagement for consultants and contractors are clarified and established.</p> <p>2.3. Induction programs are conducted for new appointees and appropriate records established.</p> <p>2.4. Strategies for communicating with workers are designed and implemented.</p> <p>2.5. Performance management strategies are designed and implemented.</p> <p>2.6. Processes for the termination of non-performing staff are identified and followed as necessary.</p>
3. Support workforce training programs	<p>3.1. Strategies to identify skill and knowledge gaps are designed and implemented with workers, and strategies to address these gaps are implemented.</p> <p>3.2. On-the-job training is provided to optimise worker performance and to ensure safety and fairness in the workplace.</p> <p>3.3. Off-the-job training requirements are identified and training is sourced and supported as appropriate.</p>
4. Manage administrative support	<p>4.1. Processes and procedures for the administration of staff records are implemented.</p> <p>4.2. Administrative procedures and processes to meet legislated requirements are implemented.</p> <p>4.3. Industrial relations are established and monitored; awards adhered to, enterprise agreements and/or contracts of employment negotiated, and disputes and conflicts resolved.</p>
5. Implement OHS priorities and procedures	<p>5.1. Safety policies are developed and communicated within the enterprise.</p> <p>5.2. Safe work practices are identified/ designed for all aspects of the operation of the enterprise.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>5.3.Safe work practices are communicated and enforced among all members of the workforce.</p> <p>5.4.All members of staff are involved in hazard identification and risk assessment for OHS.</p> <p>5.5.New staff are inducted into the workplace OHS system.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- apply enterprise policies and procedures for staff management
- prepare task descriptions and person specifications
- arrange employment of workforce members
- performance manage staff
- administer staff records
- manage industrial relations
- implement OHS priorities and procedures
- review labour productivity
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- task descriptions and person specifications
- equal opportunity and equal employment opportunity legislation
- OHS legislation
- relevant industrial awards
- performance management approaches

REQUIRED SKILLS AND KNOWLEDGE

- personnel management strategies
- employee induction programs
- contracts of employment
- unfair dismissal legislation
- job specifications
- interviewing procedures.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Competence in managing staff requires evidence that staff have been successfully managed within an enterprise according to the criteria outlined in this standard. The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • prepare task descriptions and person specifications • arrange employment of workforce members • implement OHS priorities and procedures • review labour productivity.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Managing staff may include:	<ul style="list-style-type: none"> • all legal requirements for managing staff in the workplace including award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government that affects business operation, especially in regard to OHS and environmental issues • equal opportunity • industrial relations • anti-discrimination

RANGE STATEMENT

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| | <ul style="list-style-type: none">• relevant industry codes of practice. |
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Unit Sector(s)

Unit sector	Business
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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