



**Australian Government**

# **BSBATSIL510 Appoint and work with a manager**

**Release: 1**

## BSBAT SIL510 Appoint and work with a manager

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to appoint a manager for the organisation, define the respective roles of a manager and the board of management, and effectively work together on an ongoing basis.

It applies to individuals who are responsible for monitoring and guiding the activities of organisations about to appoint, or have recently appointed, a manager.

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

### Unit Sector

Regulation, Licensing and Risk – ATSI Governance

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Establish recruitment and selection process	1.1 Obtain expert advice on legal requirements relevant to recruiting and selecting staff 1.2 Identify organisational policies and procedures relevant to appointing staff 1.3 Develop an agreed process for recruiting and appointing staff that complies with legal and organisational requirements
2 Recruit and select manager	2.1 Develop a position description for the manager that includes appropriate selection criteria 2.2 Ensure advertising for the position complies with organisational policy and legal requirements

ELEMENT	PERFORMANCE CRITERIA
	2.3 Establish a selection panel that represents key stakeholders 2.4 Develop appropriate interview questions, using independent assistance as required 2.5 Participate in interviewing and selecting a manager who satisfies established selection criteria
3 Negotiate employment contract	3.1 Check the employment contract developed to ensure it complies with organisational policy and legal requirements 3.2 Benchmark salary and conditions against similar organisations 3.3 Identify and document performance outcomes 3.4 Review and renegotiate contract as required
4 Work with manager	4.1 Ensure the manager is inducted 4.2 Develop communication and reporting mechanisms between the manager and the board 4.3 Develop protocols for decision-making and delegation of powers 4.4 Establish policy and procedure to manage conflict and/or grievances between the manager and the board 4.5 Regularly review the manager's performance in accordance with the employment contract

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.2, 2.5, 3.1-3.4, 4.5	<ul style="list-style-type: none"> <li>Critically organises, evaluates and applies content from a range of structurally complex texts</li> </ul>
Writing	1.3, 2.1, 2.2, 2.4, 3.2-3.4, 4.2-4.5	<ul style="list-style-type: none"> <li>Selects text type, subject matter and language to suit specific audience and purpose</li> </ul>
Oral Communication	1.1, 1.3, 2.3-2.5, 3.4, 4.1, 4.2, 4.5	<ul style="list-style-type: none"> <li>Uses active listening and questioning techniques throughout the recruitment process</li> <li>Disseminates specific information and provides feedback using appropriate vocabulary, tone and</li> </ul>

		syntax
Numeracy	3.2	<ul style="list-style-type: none"> <li>Uses mathematical formula to calculate remuneration against industry benchmarks</li> </ul>
Navigate the world of work	1.1-1.3, 2.2, 3.1, 4.4	<ul style="list-style-type: none"> <li>Monitors adherence to existing and self-created organisational policies and procedures</li> <li>Considers own role in terms of its contribution to broader goals of work environment</li> <li>Takes personal responsibility for adherence to all legislative requirements</li> </ul>
Interact with others	1.1, 4.1, 4.2, 4.5	<ul style="list-style-type: none"> <li>Develops, selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders in a range of work contexts</li> <li>Collaborates and negotiates with others to achieve joint outcomes playing an active role in facilitating consensus</li> </ul>
Get the work done	1.1-1.3, 2.3, 2.5, 4.1, 4.3	<ul style="list-style-type: none"> <li>Recognises critical importance of clarifying, focusing and aligning goals and expectations and may use the process to build ownership of and broad commitment to achieving goals</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account</li> <li>Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, and develops contingency plans to resolve issues</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIL510 Appoint and work with a manager	BSBATSIL510A Appoint and work with a manager	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>