



**Australian Government**

# **SIFXMG002 Coordinate staff**

**Release: 1**

## SIFXMGT002 Coordinate staff

### Modification History

Not applicable.

### Application

This unit describes the performance outcomes, skills and knowledge required to coordinate staff work schedules, rosters and completion of tasks. It applies to funeral home and cemetery and crematorium staff responsible for coordinating others as part of their role, ensuring that all work carried out is according to work health and safety, relevant legislation and workplace policies and procedures.

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

### Competency Field

Management and Leadership

### Unit Sector

Cross-Sector

### Elements and Performance Criteria

| ELEMENTS                                   | PERFORMANCE CRITERIA  |
|--|---|
| Elements describe the essential outcomes.  | Performance criteria describe the performance needed to demonstrate achievement of the element.   |
| 1. Coordinate staff rosters and schedules. | 1.1 Identify work requirements in consultation with supervisor.<br>1.2 Develop work schedules and rosters to meet work requirements in consultation with supervisor.<br>1.3 Provide information to staff on work schedules and rosters.<br>1.4 Monitor work schedules and rosters and identify problems or difficulties.<br>1.5 Take corrective action to address problems and difficulties according to workplace policies and procedures. |
| 2. Coordinate completion of tasks.         | 2.1 Allocate tasks to staff members according to supervisor instructions and individual areas of expertise.<br>2.2 Use appropriate communication techniques to communicate task requirements to staff members.  |

- 2.3 Monitor staff progress in completing tasks according to work requirements.
- 2.4 Recognise staff problems or difficulties in completing tasks and assist staff to find solutions.
- 2.5 Seek advice from supervisor when required.

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

SIFMGT002A Coordinate staff.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>