



Australian Government

SISXMG004 Coordinate work teams

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate work teams. It requires the ability to organise and monitor staffing levels, inform team members of expected standards of work, motivate teams and maintain staffing records. Team members may be paid employees or volunteers.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It applies to senior personnel, including supervisors and managers, who operate independently or with limited guidance from others.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Determine staffing levels.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Set staffing levels within budget to maximise operational and customer service efficiency.
- 1.2. Roster teams with the most effective skills mix to meet anticipated demand and type of work.
- 1.3. Develop rosters according to relevant industrial

- arrangements and within wage budget.
- 1.4. Communicate rosters to team members in clear formats within organisational timeframes.
 - 1.5. Monitor and adjust staffing levels in response to staffing availability.
 - 1.6. Maintain accurate and current records of staffing.
2. Communicate team and organisational expectations.
 - 2.1. Clearly communicate roles, tasks and responsibilities and advise individual and team accountability.
 - 2.2. Provide staff induction on required organisational procedures and standards of work.
 - 2.3. Conduct staff meetings or briefings to communicate delivery and service requirements.
 - 2.4. Encourage individuals to contribute to discussion and planning of team or group objectives and goals.
 3. Monitor individual and team performance.
 - 3.1. Review and update individual and team objectives and goals regularly in consultation with relevant personnel.
 - 3.2. Evaluate individual and team performance against allocated responsibilities and performance standards.
 - 3.3. Provide feedback to individuals and teams in a constructive and supportive manner and record outcomes.
 - 3.4. Encourage and guide individuals and teams to evaluate own performance and identify areas for improvement.
 4. Motivate the team.
 - 4.1. Identify strengths and weaknesses of team against current and anticipated work requirements.
 - 4.2. Encourage participation in discussions and planning of team objectives and goals.
 - 4.3. Support positive and constructive relationships with and between team members.
 - 4.4. Act as positive role model through high standards of personal performance and ongoing development of own competencies.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- interpret detailed familiar organisational policies and procedures
- interpret complex provisions of industrial awards and

- agreements.
- Numeracy skills to:
- interpret business data, organisational budgets and estimate staffing costs.
- Technology skills to:
- use computers and software programs to maintain records of staffing and meetings.

Unit Mapping Information

Supersedes and is not equivalent to SISXIND005 Coordinate work teams or groups.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>