



Australian Government

POLGEN010 Demonstrate high level management capabilities within a policing context

Release: 1

POLGEN010 Demonstrate high level management capabilities within a policing context

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to demonstrate management skills in a wide range of contexts including management of projects, budgets and resources. This includes the planning, implementation, monitoring and review of project milestones, financial and procurement related activities and oversight of both human and physical resources.

This unit applies to police managers as part of their responsibilities in the organisational management within a policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to project management, financial activities and work health and safety (WHS).

Those undertaking this role would demonstrate strong autonomy while performing complex tasks including making strategic decisions and providing leadership to the jurisdiction across a broad range of unpredictable contexts. They would provide advice and influence executive decision making internally and externally.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Manage projects	1.1 Identify project scope, tasks, times, budgets and objectives to develop project implementation plan.

	1.2 Define roles and responsibilities of stakeholders involved in project. 1.3 Assess project objectives in relation to jurisdictional priorities, policies and procedures. 1.4 Identify risks to develop a risk matrix for the project. 1.5 Acquire project resources to facilitate implementation of project plan. 1.6 Negotiate with stakeholders to manage personnel and complete project activities. 1.7 Monitor implementation of project in order to adjust to changing circumstances. 1.8 Evaluate project performance for future improvement purposes.
2. Manage budgetary and procurement processes	2.1 Analyse financial information in relation to impact on own area of responsibility. 2.2 Identify cost elements to develop a budget that minimises waste. 2.3 Prepare cost-benefit analysis to validate budgetary decisions. 2.4 Analyse implications of changing circumstances on budget expenditure in order to make adjustments. 2.5 Monitor budgetary allocations to ensure compliance with budget, agency objectives and priorities. 2.6 Report on expenditure, budgets and procurement for accountability purposes.
3. Manage assets	3.1 Identify physical resource requirements to plan procurement activities. 3.2 Coordinate acquisition of physical resources to meet identified requirements. 3.3 Negotiate with stakeholders to meet resource requirements. 3.4 Prioritise physical resources in accordance with life cycles of equipment and anticipated needs of jurisdiction. 3.5 Monitor resource inventory and resource effectiveness to ensure requirements are met. 3.6 Re-allocate resources in accordance with changing circumstances.
4. Manage individual and team performance	4.1 Analyse organisational needs, expected deliverables for area of responsibility and human resource requirements to develop a human resources plan. 4.2 Assess and compare existing competencies and abilities of individuals and teams to ensure deliverables are met and for development purposes. 4.3 Evaluate future and review current workplace requirements to develop contingency and succession plans. 4.4 Assess deliverables of work area and current staffing to influence

	selection criteria for particular roles. 4.5 State and negotiate performance expectations with individuals and teams to enhance performance to maximise deliverables and performance. 4.6 Measure and evaluate performance against agreed expectations and deliverables. 4.7 Identify outstanding and performance below agreed standards to provide constructive and timely feedback. 4.8 Manage learning and development of individuals to maximise individual and organisation performance. 4.9 Manage workplace conflict. 4.10 Assess subsequent behaviour and performance to ensure that conflict has been resolved or to determine whether conflict resolution strategy was successful. 4.11 Assess health, safety and wellbeing of individuals and teams continually to identify patterns and make referrals.
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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLGEN010 Demonstrate high level management capabilities within a policing context

Modification History

Release	Comments
1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- designing project plan, including roles, responsibilities, scope, resources, timelines, budgets and objectives
- negotiating with stakeholders to manage resources and activities monitoring and evaluating project performance to adjust as required and identify areas for improvement
- analysing information to develop budgets and cost benefit analyses
- monitoring budgets to adjust as required and ensure compliance
- adhering to jurisdictional reporting requirements
- coordinating acquisition of resources in accordance with requirements
- developing human resource plans, including requirements, existing competencies
- managing individual and team performance
- identifying and facilitating learning/development requirements of team members
- providing support and advice to individuals and teams for performance and professional development purposes
- managing workplace conflict
- monitoring health, safety and wellbeing of personnel

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, national, state and territory legislation and agreements relating to organisational management within policing
- risk management frameworks
- jurisdictional policies and procedures relating to financial management, human resource management and project management

- jurisdictional information management processes, systems and security requirements
- jurisdictional organisation structure
- business management principles

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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