



Australian Government

PSPGEN058 Coordinate risk management

Release: 1

PSPGEN058 Coordinate risk management

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV517A Coordinate risk management . • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to coordinate risk management in the organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management.

This unit applies to those working in generalist and specialist roles within the public sector.

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.

Those undertaking this unit would work independently, with supervision responsibilities, performing complex tasks in a range of familiar and unfamiliar contexts.

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. Maintain infrastructure and processes	1.1 Allocate resources to enable staff to carry out responsibilities in managing risk. 1.2 Maintain access and currency of required information related to risk management. 1.3 Collect information, costs and statistics on risk management for monitoring and review purposes. 1.4 Access current information and/or training to maintain currency of own knowledge and skills in risk management. 1.5 Contribute to risk management audits.
2. Support staff to manage risk	2.1 Provide staff with information and advice relating to risk management and its implementation. 2.2 Manage and record staff learning and development. 2.3 Address problems arising with relevant staff. 2.4 Coordinate projects and workgroups addressing issues in risk management. 2.5 Promote the application of the organisation's risk management processes.
3. Facilitate risk recovery	3.1 Implement contingency plans. 3.2 Implement processes for recovery. 3.3 Facilitate continuity of operations in accordance with contingency plans. 3.4 Determine strategies for minimising likelihood of recurrence and minimising impact following recovery.
4. Monitor and review risk management system	4.1 Develop and implement a valid and reliable monitoring methodology. 4.2 Analyse effectiveness of policy and procedures for managing risk against expected outcomes. 4.3 Use review results to make recommendations for improvement to policy and practices, and gain approval/s for implementing changes. 4.4 Implement revised policy and practices.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV517A Coordinate risk management .

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN058 Coordinate risk management

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

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.

- applying legislation, regulations and policies relating to risk management
- undertaking research and analysis of the wider context affecting the organisation
- monitoring and reviewing risks and risk treatments
- communicating and consulting with a diverse range of stakeholders
- applying problem solving using conceptual and reasoning skills
- using formal language and style for written plans
- undertaking discussion using exchange of complex oral information
- explaining complex, formal documents and assisting others to apply them in the workplace

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.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to risk management
- risk management strategy
- organisational structure, functions and operation
- audit requirements
- risk management cycle
- the relationship of risk to context – how the context may define the risks

- the importance of consultation and communication at every stage of the risk management cycle
- approval processes
- range of evaluation methodologies
- the diversity of risks in the public sector
- relevant risk management standards

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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