



Australian Government

PSPGEN134 Coordinate risk management

Release: 1

PSPGEN134 Coordinate risk management

Modification History

Supersedes and is equivalent to PSPGEN058 Coordinate risk management.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate risk management in the organisation.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently, with supervision responsibilities, performing complex tasks in a range of familiar and unfamiliar contexts.

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

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

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

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 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 training required to maintain currency of own risk management knowledge and skills.
 - 1.5. Contribute to risk management audits according to scope of own role.
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 staff in accordance with organisational policies and procedures
 - 2.4. Coordinate projects and workgroups addressing issues in risk management.
 - 2.5. Promote application of organisational risk management processes.
3. Facilitate risk recovery.
 - 3.1. Implement contingency plans that respond to presenting situation.
 - 3.2. Implement approved 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 essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	interpret data to provide evidence for reporting and recommendations.
Initiative and enterprise skills to:	- identify and respond to explicit and implicit organisational procedures and protocols and regulatory requirements to implement required work practices. - make recommendations for change in policy and practices to improve organisational risk management system.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN058 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>

Assessment Requirements for PSPGEN134 Coordinate risk management

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply legislation, regulations, policies, procedures and guidelines relating to risk management
- undertake research and analysis of the wider context affecting the organisation
- monitor and review risks and risk treatments
- communicate and consult with stakeholders
- apply problem solving using conceptual and reasoning skills in the implementation and review of risk management in the workplace
- use formal language and style for written plans
- communicate with others about complex information
- explain complex, formal documents and assist others to apply them in the workplace.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, regulations, policies, procedures and guidelines relating to risk management in the organisation
- risk management strategy
- organisational structure, functions and operation
- audit requirements
- risk management cycle
- the relationship of risk to context and how the context may define the risks
- the importance of consultation and communication at every stage of the risk management cycle
- approval processes
- evaluation methodologies
- the diversity of risks in the public sector
- relevant risk management standards.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to risk management
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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