



Australian Government

PSPMGT001 Manage resources

Release: 1

PSPMGT001 Manage resources

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 PSPMNGT602B Manage resources. • 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 manage resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, reviewing and reporting on resource usage.

This unit applies to those involved in the management of organisation resources.

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 autonomously with management responsibilities, performing complex tasks in a familiar context.

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

Competency Field

Management

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. Analyse resource requirements	1.1 Develop resource bids in line with outputs identified in business plans. 1.2 Consult key stakeholders in determining the nature and level of resources required. 1.3 Analyse resource requirements to identify proposed costs and benefits. 1.4 Identify opportunities to share resources across business units within the organisation.
2. Develop resource plans to support achievement of business unit objectives	2.1 Develop resource plans that detail the acquisition and allocation of resources, and the relationship to business strategies, contingencies, plans, programs and processes. 2.2 Identify internal resourcing capabilities and external resourcing requirements. 2.3 Identify procedures for the evaluation of resource allocation. 2.4 Include processes for managing changing government priorities. 2.5 Obtain approval from senior management.
3. Allocate resources	3.1 Manage resource allocation to enable achievement of business unit objectives. 3.2 Negotiate and obtain resources within required timeframe. 3.3 Develop and implement systems to enable accurate monitoring and review of resource usage. 3.4 Incorporate efficient use of technology into work practices.
4. Review and report on resource usage	4.1 Develop and implement procedures to review resource allocation against business unit objectives. 4.2 Monitor compliance with program and project budgets and recommend and apply corrective action where necessary. 4.3 Prepare reports that indicate the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.

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 PSPMNGT602B Manage resources.

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 PSPMGT001 Manage resources

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, policies, procedures and guidelines relating to resource management in the public sector
- using effective consultation and negotiation with stakeholders
- writing reports requiring reasoning and precision of expression
- communicating using complex exchange of oral information
- applying budgeting and financial management

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.

- financial management and budgetary processes in the organisation
- business strategies
- risk management concepts
- organisational goals, policies and procedures
- jurisdictional legislation and guidelines applicable to resource management, including work health and safety and environment

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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