



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV517A Coordinate risk management

Release 3

PSPGOV517A Coordinate risk management

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers coordination of risk management in the business unit/organisation. It includes maintaining infrastructure and processes, supporting staff to manage risk, facilitating risk recovery, and monitoring and reviewing risk management.

In practice, coordinating risk management may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, providing client service, leading a group, developing policy etc.

This is one of 4 units of competency in the *Working in Government and Management* Competency Fields that deal with risk. Related units are:

- PSPGOV417A Identify and treat risks
- PSPMNGT608B Manage risk
- PSPMNGT704A Undertake enterprise risk management
-
- No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication
-

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain infrastructure and processes	1.1 Resources are allocated to enable staff to carry out responsibilities in managing risk. 1.2 Currency of required information related to risk management and access for staff are maintained in accordance with organisational requirements. 1.3 Information, costs and statistics on risk management are collected for monitoring and review purposes in accordance with legislation, policy and procedures. 1.4 Current information/training is accessed to maintain currency of own knowledge and skills in risk management. 1.5 Risk management audits are undertaken or contributed to in accordance with legislative and organisational requirements.
2. Support staff to manage risk	2.1 Staff are provided with information relating to risk management and its implementation. 2.2 Advice is provided to staff in relation to risk management. 2.3 Staff learning and development in risk management is managed and recorded according to organisational requirements. 2.4 Problems arising in risk management are addressed with relevant staff. 2.5 Projects and workgroups addressing issues in risk management are coordinated to facilitate treatment of risk. 2.6 Application of the organisation's risk management processes is promoted to all staff.
3. Facilitate risk recovery	3.1 Contingency plans are implemented in the event of identified risks eventuating. 3.2 Processes for recovery are implemented. 3.3 Continuity of operations is facilitated in accordance with contingency plans. 3.4 Following recovery, analysis is undertaken to determine strategies for minimising likelihood of recurrence and minimising impact.
4. Monitor and review risk management system	4.1 A valid and reliable monitoring methodology is developed and implemented. 4.2 Effectiveness of policy and procedures for managing risk is analysed against expected outcomes. 4.3 Review results are used to make recommendations for improvement to policy and practices, and approval/s are gained for implementing changes. 4.4 Revised policy and practices are implemented in accordance with organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to risk management
- undertaking research and analysis of the wider context affecting the organisation
- assessing and evaluating risks
- 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
- using a variety of words and language structures to explain complex, formal documents and assisting others to apply them in the workplace
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of risk management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to risk management
- risk management strategy
- organisational structure, functions and operation
- audit requirements
- AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines
- HB 436:2004 (Guidelines to AS/NZS 4360:2004) Risk Management Guidelines Companion to As/NZS 4360:2004
- 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
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of risk management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC501B Promote the values and ethos of public service
 - PSPGOV502B Develop client services
 - PSPGOV507A Undertake negotiations
 - PSPGOV508A Manage conflict
 - PSPGOV509A Conduct evaluations
 - PSPGOV511A Provide leadership
 - PSPGOV512A Use complex workplace communication strategies
 - PSPGOV515A Develop and use political nous
 - PSPGOV516A Develop and use emotional intelligence
 - PSPLEGN501B Promote compliance with legislation in the public sector
 - PSPPOL501A Develop organisation policy

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- coordination of risk management in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to risk management
- AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines
- HB 436:2004 (Guidelines to AS/NZS 4360:2004) Risk Management Guidelines Companion to AS/NZS 4360:2004
- other national and international risk management standards
- case studies and workplace scenarios to capture the range of risk management situations likely to be encountered

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when managing risk management system, including coping with difficulties, irregularities and breakdowns in routine
- coordination of risk management in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Resources may include:	- information in paper-based or electronic format - risk analysis tools - briefings, information sessions, training
<i>Legislation, policy and procedures</i> may include:	- Commonwealth and State/Territory legislation relating to risk management - other national and international risk management standards - the organisation's risk management policies and practices - codes of conduct/codes of ethics - AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines - HB 436:2004 (Guidelines to AS/NZS 4360:2004) Risk Management Guidelines Companion to AS/NZS 4360:2004 - ISO Guide 73:2009 Risk Management, Vocabulary - professional standards for risk management, for example certified practising risk manager (CPRM) - jurisdictional policies, guidelines and web sites, for example www.riskmanagement.qld.gov.au
<i>Audits</i> may be:	undertaken by trained staff and/or external auditors according to documented schedules in risk management strategy
<i>Information</i> provided to staff may include:	- paper-based or electronic information such as via intranet - information sessions - briefings - training programs - arrangements such as coaching and mentoring
<i>Advice</i> to staff may include:	- verbal advice - documented advice - references to existing information in paper-based or electronic format
<i>Learning and development</i> may include:	- formal training through a Registered Training Organisation - in-house training - on-the-job learning - coaching or mentoring - information sessions provided internally or by external consultants

Methods of <i>promotion</i> may include:	• information sessions • briefings • written materials • training
<i>Recovery processes</i> may include:	• repair or replacement of equipment • retraining • alternative suppliers, production sources or methods • temporary outsourcing
<i>Monitoring methodology</i> may include:	• observations • physical inspections • incident reports • questionnaires • interviews with stakeholders • regular reviews of risk treatment procedures • repeat of the risk management process
<i>Expected outcomes</i> may be documented in:	• risk management strategy • key performance indicators • risk management policies and procedures

Unit Sector(s)

Not applicable.

Competency field

Working in Government.