

SFPHS24

Manage the development and direction of work



Overview

This standard covers managing the development and direction of work.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 give relevant people the opportunity to provide information on the direction that work should take, how it should be developed and the resources needed
- P2 present recommendations
 - P2.1 that take account of relevant past experience and current trends and developments
 - P2.2 that are consistent with team objectives and organisational policies
 - P2.3 that clearly indicate potential benefits
 - P2.4 that are consistent with quality standards and service agreements
 - P2.5 in an appropriate and timely manner to the relevant people
- P3 reach agreement with relevant people on the prioritisation of objectives and the allocation of resources
- P4 develop, update and agree with relevant people objectives and work plans that
 - P4.1 are consistent with team and organisational objectives
 - P4.2 are realistic and achievable within organisational constraints
 - P4.3 allocate work effectively to team members enabling outcomes to be achieved and facilitating learning
 - P4.4 allocate resources effectively
 - P4.5 clearly define team' and individual' roles and responsibilities
- P5 explain objectives and work plans in sufficient detail and confirm team and individual understanding of, and commitment to them at appropriate intervals
- P6 provide advice and guidance on how to achieve objectives in sufficient detail for, and at times appropriate to, the needs of teams and individuals

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Knowledge and understanding

You need to know and understand:

- K1 the principles of management theory and management skills to the development of direction and work planning
- K2 how to compose and appraise a business case
- K3 how to prioritise objectives in the development of overall work direction
- K4 how to plan and reprioritise work effectively, showing how different aspects have been included in the plans
- K5 the appraisal organisational vision and objectives and the application of these in the development of overall work direction
- K6 negotiating, consultative and interpersonal skills to reach agreement with people on work planning and direction
- K7 how to applying effective communication skills to the management of work
- K8 appraising own and others' values and the effect of these on work direction and the management of work
- K9 the reasons for involving people in setting work direction and planning how work should be undertaken

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G5 Services and project management

Level: 3

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