
Overview

This unit is about efficiently managing the resources for which the worker has authority and responsibility. It covers recommending the resources the worker and their team need to meet their objectives, and monitoring and controlling the way in which resources are used. This includes the worker involving others in identifying resources required, and encouraging them to take responsibility for using resources efficiently. Accurate and complete records of resource use are also part of the process.

There are two elements

- 1 Make recommendations for the use of resources
- 2 Contribute to the control of resources

Target Group

This unit is applicable across the community justice sector, especially for those who have functional responsibility, such as hostel managers and some community service staff. It is for workers who have a tightly defined area of management responsibility, with some limited opportunity for managing budgets, and responsibility for achieving specific results by using resources effectively.

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Support the efficient use of resources

Performance criteria

Make recommendations for the use of resources

You must be able to:

- P1 give **relevant people** the opportunity to provide information on the resources the worker's team needs
- P2 make sure that their **recommendations** for using resources take account of relevant past experience
- P3 make sure that their **recommendations** take account of trends and developments which are likely to affect the use of resources
- P4 make sure that their **recommendations** are consistent with team objectives and agency policies
- P5 indicate clearly in their **recommendations** the potential benefits they expect from the planned use of resources
- P6 present their **recommendations** in an appropriate and timely manner to the **relevant people**

Contribute to the control of resources

You must be able to:

- P7 give **relevant people** opportunities to take individual responsibility for the efficient use of resources
- P8 monitor the use of resources which are under their control at appropriate intervals
- P9 make sure that their team uses resources efficiently and in a way which takes into account the potential impact on the environment
- P10 monitor continuously the quality of resources and ensure consistency in product and service delivery
- P11 identify problems with resources promptly and recommend **corrective action** to the **relevant people** as soon as possible
- P12 make recommendations for improving the use of resources in an appropriate and timely manner to the **relevant people**
- P13 ensure that their records relating to the use of resources are complete, accurate and available to authorised people only

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Knowledge and understanding

You need to know and understand:

Analytical techniques

- K1 how to analyse the use of resources in the past, and utilise the results to make recommendations on more effective use of resources in the future

Communication

You need to know and understand:

- K2 how to communicate effectively with team members, colleagues and line managers
K3 how to develop and argue an effective case for changes in the management of resources

Involvement and motivation

You need to know and understand:

- K4 how to enable people to identify and communicate the resources they need
K5 how to encourage others to take responsibility for the control of resources in their own area of work

Agency context

You need to know and understand:

- K6 team objectives and agency policies regarding the use of resources
K7 agency procedures for making recommendations on the use of resources
K8 the trends and developments which may influence the future use of resources and how to plan for these
K9 the potential environmental impact of the resources being used
K10 the problems which may occur with resources and how the worker can deal with these

Resource management

You need to know and understand:

- K11 the importance of effective management of resources to agency performance
K12 the principles underpinning the effective and efficient management of resources
K13 the importance of keeping accurate records on the use of resources
K14 how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services

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Additional Information

Scope/range related to performance criteria

1. **Relevant people**
 - 1.1. team members
 - 1.2. colleagues working at the same level
 - 1.3. higher-level managers or sponsors
2. **Recommendations**
 - 2.1. short-term
 - 2.2. medium-term
3. **Corrective action**
 - 3.1. altering activities
 - 3.2. modifying the use of resources
 - 3.3. renegotiating allocation of resources

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Links to other NOS

HD14 Lead the work of teams and individuals to achieve their objectives (E11) (MCIC12)

HD15 Manage the performance of teams and individuals (E12) (MCI C13)

HF24 Maintain activities to meet requirements (E13) (MCI A1)

HF25 Manage activities to meet requirements (E14) (MCI A2)

HF27 Evaluate, prioritise and review demands for services

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Developed by	Skills for Justice
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Version number	2
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Date approved	May 2010
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Indicative review date	May 2012
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Validity	Current
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Status	Imported
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Originating organisation	MSC
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Original URN	MSC B1
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Relevant occupations	Public Services; Public Service and Other Associate Professionals
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Suite	Community Justice
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Key words	efficient, resources
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