
Overview

This standard is about efficiently managing the physical resources for which you are responsible. It covers planning to use the resources you and your team need, obtaining those resources, ensuring the availability of suitable supplies, and monitoring the use of resources.

There are four elements

1 Plan the use of physical resources

This includes identifying the resources your team needs. You need to look at past resource usage and at trends and developments which may affect your choice of resources.

2 Obtain physical resources

This includes estimating costs and potential benefits and making requests to the relevant people. You need to ensure that the physical resources you request are sufficient to support all the activities you are responsible for, and make amendments to your plans should the necessary resources not be forthcoming.

3 Ensure the availability of supplies

This includes identifying what is required and ensuring that suppliers provide equipment and materials of the right quality. You have to negotiate with suppliers and reach agreements which provide good value and meet organisational and legal requirements. You also need to ensure that supplies meet agreed standards.

4 Monitor the use of physical resources

This includes encouraging members of your team to take responsibility for how they use resources. You must make sure resources are used efficiently with minimum adverse impact on the environment. You need to monitor the quality of resources continuously and make sure standards of service and product delivery are maintained. Where problems with the use of resources occur, you need to take prompt and effective corrective action.

Performance criteria

You must be able to:

Plan the use of physical resources

- P1 give opportunities to relevant people to provide information about the physical resources required
- P2 take account of relevant past experience, trends and developments and factors likely to affect future resource use
- P3 make plans that are consistent with your organisation's objectives, policies and legal requirements
- P4 present your plans to relevant people in accordance with organisational procedures
- P5 take action to minimise the effect of actual and potential risks
- P6 provide sufficient details of proposed change and recommendations for improvement to the responsible line manager

Obtain physical resources

You must be able to:

- P7 show the costs involved and the anticipated benefits you expect from the use of the resources
- P8 present your requests for physical resources to relevant people in required timescales for the necessary resources to be obtained
- P9 present requests for physical resources in ways which reflect the commitment of those who will be using the resources
- P10 obtain sufficient physical resources to support all activities within your control
- P11 agree appropriate amendments to your plans with relevant people where you cannot obtain the physical resources you need in full
- P12 take action to minimise the effect of actual and potential risks

Ensure the availability of supplies

You must be able to:

- P13 identify the supplies you need accurately
- P14 liaise with internal suppliers to ensure continuity of supplies
- P15 monitor the quality and quantity of supplies at appropriate intervals
- P16 provide feedback to suppliers in relation to quality and effectiveness of supplies and delivery
- P17 resolve any actual or potential problems with supplies in accordance with organisational procedures
- P18 maintain your records of supplies completely, accurately and ensure they are available only to authorised people

Monitor the use of physical resources

You must be able to:

- P19 give opportunities to team members to take individual responsibility for the efficient use of physical resources
- P20 ensure your team's use of physical resources is efficient and takes into

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- account the possible impact on the environment
- P21 monitor the quality of physical resources in accordance with organisational procedures
- P22 monitor the use of physical resources using methods which are reliable and comply with organisational requirements
- P23 monitor the actual use of physical resources against an agreed plan at appropriate intervals
- P24 take corrective action to deal with actual or potential significant deviations from your plan
- P25 maintain records relating to the use of physical resources which are complete, accurate and available only to authorised people
- P26 take action to minimise the effect of actual and potential risks
- P27 present details of proposed change are to the responsible line manager, where service delivery improvements are identified

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Knowledge and understanding

You need to know and understand:

- K1 how to present and communicate plans on resource usage effectively
- K2 how to develop and present an effective case for resources to relevant people
- K3 how to encourage and enable staff to communicate their needs for resources
- K4 how to encourage and empower team members to take responsibility for the efficient use of resources
- K5 how to obtain and maximise commitment to resource planning
- K6 organisational objectives, policies and legal requirements relevant to resource usage
- K7 how to interpret these and identify the implications for resource planning
- K8 the legal and organisational requirements which govern the selection of suppliers
- K9 how to interpret these and identify the implications for your work
- K10 the organisational and legal requirements regarding the impact of resource usage on the environment and how to minimise adverse effects
- K11 the principles underpinning effective resource planning and your role and responsibility in relation to this
- K12 how to develop short, medium and long-term plans for the use of resources
- K13 the types of trends and developments which might impact on your use of resources, how to analyse these and draw out the implications for planning
- K14 how to adjust work plans in the event of required resources not being available
- K15 how to carry out cost-benefit analyses for the use of resources
- K16 how to analyse work activities to identify required supplies
- K17 how to select from a range of suppliers to ensure value for money, consistency, quality and continuity of supply within organisational and legal requirements
- K18 the range of physical resources which you need to carry out your activities effectively
- K19 how to establish effective agreements with suppliers and the legal, ethical and organisational requirements which govern these
- K20 how to monitor the provision of supplies to ensure ongoing quality, quantity, delivery and time requirements are being met
- K21 the importance of effective monitoring of resource use to organisational efficiency and your role and responsibility in relation to this
- K22 how to monitor and control resource usage to maintain consistency and quality in the provision of products and services
- K23 the importance of continuity of supplies to maintaining the quality of products and services and your role and responsibility in relation to this

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