
Overview

As this standard applies across a range of working contexts within the fire and rescue service, the following guidelines apply at element level:

Make recommendations for the use of resources

This element concerns your ability to make positive and constructive recommendations for the use of equipment, materials, services, supplies, finance, energy and time within your own sphere of responsibility.

Contribute to the control of resources

This element concerns your ability to monitor and control resources to ensure the most effective and productive use of those available to you and your team.

Support the efficient use of resources

Performance criteria

You must be able to:

Make recommendations for the use of resources

1. give others the opportunity to provide information on the resources your team needs
2. ensure your recommendations for the use of resources take account of relevant past experience
3. ensure your recommendations take account of trends and developments which are likely to affect the use of resources
4. ensure your recommendations are consistent with team objectives and organisational policies
5. ensure your recommendations clearly indicate the potential benefits you expect from the planned use of resources
6. ensure your recommendations are presented to others in an appropriate and timely manner

Contribute to the control of resources

7. give others opportunities to take individual responsibility for the efficient use of resources
8. monitor the use of resources under your control at appropriate intervals
9. ensure the use of resources by your team is efficient and takes into account the potential impact on the environment
10. monitor the quality of resources continuously to ensure consistency in product and service delivery
11. make recommendations for corrective action to others as soon as possible
12. make recommendations for improving the use of resources to others in an appropriate and timely manner
13. maintain record in line with your organisation's procedures

Knowledge and understanding

You need to know and understand:

Health and Safety

1. the potential environmental impact of the resources being used
2. the problems which may occur with resources and how you can deal with these

Organisational

3. team objectives and organisational policies regarding the use of resources
4. organisational procedures for making recommendations on the use of resources

Personal and Interpersonal

5. how to communicate effectively with others
6. how to develop and deliver an effective case for changes in the management of resources
7. how to support people to identify and communicate the resources they need
8. how to encourage others to take responsibility for the control of resources in their own area of work

Technical

9. the importance of effective management of resources to organisational performance
10. the principles underpinning the effective and efficient management of resources
11. how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services within own sphere of responsibility
12. the importance of keeping accurate records on the use of resources
13. how to analyse the use of resources and the results to make recommendations on their more effective use

Glossary

These definitions are provided to explain how key words and concepts are used in this unit.

Activities

Actions, processes, operations or services in the workplace which must be carried out in order to achieve objectives

Allocating work

Giving teams and individuals responsibility for tasks which should achieve agreed work objectives

Benefits

Positive results from the use of resources, for example: improved effectiveness and efficiency, better results for the customer

Corrective action

Action taken to match actual expenditure to budget, such as altering activities, modifying the use of resources, or re-negotiating the allocation of resources

Confidentiality

Only providing information to those who are authorised to have it

Ensuring consistency in product & service delivery

Making sure that the products and services for which you are responsible continuously meet the standards agreed in your organisation and with your customers

Feedback on performance

Information you give to team members on how well they are performing against the objectives which have been agreed

Impact on the environment

Positive or negative effects on the environment which may result from the use of resources

Monitoring

Keeping a close eye on how resources are used and comparing this with plans or budgets

Objectives

Clearly defined results which you need to achieve which are specific, measurable, agreed with others, realistic and time-bound

Organisational Constraints

Your organisation's policies, objectives and level of resources, which limit your freedom to take decisions and action

Others

Team members, colleagues working at the same level as yourself,

higher-level managers, specialists, person(s), organisation(s), department(s), either inside or outside your organisation for whom you are providing services or products team, relevant others, sponsors and people outside your organisation

Policies

Rules which govern the use of resources, for example: planning policies, policies governing the supply of equipment and materials, health and safety policies, environmental policies

Plans

Documents or spoken agreements, which describe the work to be carried out, when, by whom, to what standard and with what resources, in order that requirements and objectives can be met

Records

An organisational reporting mechanism

Recommendations

Requesting budget allocations or proposing the supply of resources your team needs to achieve its objectives; suggesting new methods of using available resources to improve your team's effectiveness and efficiency

Resources

The equipment, materials, services, supplies, finance, energy and time your team needs to achieve its objectives

Schedules

Documents showing the work to be done, when and, sometimes, by whom

Team members

People who work with you as part of a functional or project team; team members may report to you as either their line manager or as the manager in charge of a specific project or activity on which they are working

Team objectives

Clearly specified results which your team needs to achieve

Trends and developments

Changes in your team, organisation and market; for example, new skills and working methods, efficiency drives, new products and services, changes in customer requirements

Support the efficient use of resources

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