

## SFJODPS6.1.13

### Handle referred customer complaints



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#### Overview

This unit sits within the Customer Service Theme of Handling Problems. This Theme covers the behaviours, processes and approaches that are most effective when handling customer service problems.

However effectively customer service is organised, customers will have complaints from time to time. Sometimes, front-line staff or supervisors can deal with these complaints; however, sometimes more senior staff must deal with the complaint. This is either because of the severity of the complaint and its implications for the organisation, or because the customer will accept the solution only if it is dealt with at a senior level.

This may require someone with the authority and influence to adapt existing policies and procedures to find an acceptable solution. It is also important for this person to explore patterns and trends in significant complaints and recommend changes to policies and procedures to avoid repetition.

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#### Performance criteria

#### Investigate referred customer complaints

*You must be able to:*

- P1 collect all the available information on the nature of the complaint and identify and analyse the organisational implications of the complaint
- P2 take personal responsibility for dealing with the complaint subject to the limits of your authority
- P3 keep your customer informed about what steps are being taken to deal with their complaint
- P4 Follow the correct procedures if your customer wishes to escalate the complaint even higher or if the complaint has wider implications for the organisation.

#### Take action to deal with referred customer complaints

*You must be able to:*

- P5 identify a range of possible solutions that balance customer expectations and your organisation's service offer
- P6 liaise with your customer and colleagues to negotiate an acceptable solution
- P7 agree a solution that adapts current policies and procedures within your own authority and furthers your organisation's aims and objectives
- P8 implement the agreed solution and liaise with your customer to ensure that they are satisfied with the action that has been taken

#### Identify repeated customer complaints and recommend changes to policies and procedures

*You must be able to:*

- P9 analyse customer complaints over a significant period of time
- P10 identify patterns and trends and the solutions that prove to be acceptable to your customer and fit the organisation's service offer
- P11 identify possible changes to customer service policies and procedures
- P12 consider the benefits and drawbacks of each possible change in terms of balancing customer service and organisational aims
- P13 select an option for change and follow organisational procedures to ensure that your recommendations come to the attention of decision makers

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of minimising customer complaints and dealing with them effectively and promptly when they occur
- K2 your organisation's complaints procedures and the limits of your authority
- K3 the procedures you must follow if a complaint is likely to be escalated or have wider implications
- K4 the types of complaints that could have wider implications for your organisation
- K5 why it is important to communicate with your customer at all stages of a complaints procedure
- K6 how to devise solutions that balance customer expectations and organisational aims
- K7 why it is important to identify and present to the customer a range of possible options
- K8 why it may be necessary sometimes to adapt organisational policies and procedures to provide a solution acceptable to your customer and how you could justify this
- K9 how to identify trends and patterns in customer complaints and solutions
- K10 how to explore the implications of these patterns and trends for your organisation's policies and procedures
- K11 how to recommend changes to organisational policies and procedures

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<b>Relevant occupations</b>	Public Services; Public Service Professionals; Government and Related Organisations
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<b>Suite</b>	Operational Delivery - Public Services
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<b>Key words</b>	referred complaints, personal responsibility, limits of authority, follow procedures, implement solutions, analyse complaints, identify changes, identify patterns and trends, consider benefits, consider drawbacks, select amongst options
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