

SFJODPS6.4.2

Contribute to the formulation of the compliance risk operational plan



Overview

This unit concerns the team effort to formulate the compliance risk operational plan to ensure that it aligns with the compliance risk strategy and an evaluation of earlier plans. You will need to address issues relating to resource effectiveness and other concurrent activities to identify and evaluate the wider implications. You need to set quantifiable success criteria, allocate resources to deliver the plan and ensure sufficient flexibility to allow for changing circumstances.

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Performance criteria

You must be able to:

- P1 follow organisational procedures at all times
- P2 maintain your own personal safety
- P3 work in a way that ensures the safety of others
- P4 align your plan with the compliance risk strategy and evaluation of earlier plans
- P5 set quantifiable success criteria
- P6 allocate responsibilities and objectives in line with the resources needed to deliver the plan within the timescale
- P7 ensure your plan provides for flexibility to respond to changing circumstances
- P8 ensure that the views of stakeholders have been taken into account in your plan
- P9 evaluate the wider implications of your recommendations
- P10 advise stakeholders of your plans to ensure compatibility
- P11 align your plan with complementary outcomes sought by stakeholders

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Knowledge and understanding

You need to know and understand:

- K1 the requirements of organisational procedures
- K2 the legal requirements for health and safety
- K3 your organisation's health and safety requirements
- K4 the requirements of the compliance risk strategy
- K5 developments affecting the area of work concerned (eg EU Directives, case law etc)
- K6 how existing legislation works in your own specialism
- K7 the aims and objectives of existing legislation in other specialisms
- K8 how to apply relevant organisational guidance
- K9 the purpose and role of organisational powers
- K10 the business planning cycle
- K11 your available resources and any constraints
- K12 the strengths and expertise of your team
- K13 how to obtain the information needed to develop the plan
- K14 how the plan will affect individuals and how it is likely to be perceived
- K15 what are the relevant proprieties and their requirements (eg Human Rights Act (HRA), diversity etc)
- K16 who the relevant stakeholders are and their business needs

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Additional Information

Scope/range related to performance criteria

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

1. priorities and objectives: government's; the Department's/agency's
2. legislative framework: organisational powers; other relevant legislation; other authorities
3. resources: cost; availability; access
4. considerations: resource effectiveness; concurrent activities within the Department/agency
5. wider implications: public perception; justifiable complaints; equity of treatment

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