

SFJODPS6.4.3

UNIT 6.4.3 Make a contribution to the formulation of the compliance risk operational plan



Overview

This unit concerns your contribution to the team effort to formulate the compliance risk operational plan within your area of responsibility to ensure that it aligns with the compliance risk strategy and reflects your business stream's priorities and objectives and the organisation's. You need to provide information to enable the setting of quantifiable success criteria and recommend the allocation of resources to deliver the plan, ensuring sufficient flexibility to allow for changing circumstances.

SFJODPS6.4.3

UNIT 6.4.3

Make a contribution to the formulation of the compliance risk operational plan

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 contributions with the compliance risk strategy and/or plan
- P5 provide information to enable the setting of quantifiable success criteria
- P6 make recommendations for the allocation of resources needed to enable delivery of the plan within appropriate timescale
- P7 ensure your contributions provide for flexibility to respond to changing circumstances
- P8 ensure that the views of stakeholders have been taken into account
- P9 advise stakeholders of your recommendations to ensure compatibility

SFJODPS6.4.3

UNIT 6.4.3

Make a contribution to the formulation of the compliance risk operational plan

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 and/or plan and your role in this
- K5 developments affecting the area of work concerned (e.g. 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 the purpose and role of organisational powers
- K9 the business planning cycle
- K10 your available resources and any constraints
- K11 the strengths and expertise of your team
- K12 how to obtain the information needed for your contribution to the plan
- K13 what are the relevant proprieties and their requirements (e.g. Human Rights Act (HRA), diversity etc)
- K14 who the relevant stakeholders are and their business needs

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. resources: human; equipment; IT; data
2. priorities and objectives: the organisation's; your business stream's
3. legislative framework: organisational powers; other relevant legislation; other authorities

SFJODPS6.4.3

UNIT 6.4.3

Make a contribution
to the formulation of the compliance risk operational plan

Developed by Skills for Justice

Version number 1

Date approved January 2009

Indicative review date January 2011

Validity Current

Status Original

Originating organisation Government Skills

Original URN N6.4.3

Relevant occupations Public Services; Public Service Professionals; Government and Related Organisations

Suite Operational Delivery - Public Services

Key words compliance risk operation plan, priorities and objectives, recommendations, flexibility,