

SFJODPS6.4.4

Manage operational delivery risk registers



Overview

This unit concerns ensuring that your organisation's risk registers are accurate, up to date, fully functioning and classify risk categories according to your organisation's definitions. You need to work within a specialism and deal with overlaps with other agencies/business areas and make effective use of your resources. Your work needs to show that you address the implications of the risk registers for the organisation, public perception, justifiable complaints and equity of treatment and that you develop appropriate contingency plans to deal with unexpected occurrences.

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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 ensure that risk registers are accurate, up to date and fully functioning
- P5 classify risk categories correctly according to your organisation's definitions
- P6 validate information from other sources
- P7 anticipate events/issues that are likely to impact on risk registers
- P8 develop appropriate contingency plans to meet anticipated events/issues
- P9 maintain the requirements of confidentiality and security

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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 main risks associated with the work carried out by the organisation
- K5 who is responsible within your organisation for identifying risk
- K6 the limits of your authority
- K7 how to operate information systems
- K8 how to validate information
- K9 the requirements of information storage and security

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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. scope: within a specialism; overlap with other agencies/business areas
2. resources: human; equipment; IT; data
3. stakeholders: internal; external
4. implications: for the organisation; public perception; justifiable complaints; equity of treatment

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