

SFJPDPS2.4.11

2.4.11 Finalise policy proposals and submit them for approval



Overview

When full information is available regarding policy options that have been considered, a choice must be made and firm recommendations must be presented. This unit is all about the finalisation of policy proposals using all available evidence and the presentation of firm recommendations for approval.

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Performance criteria

You must be able to:

- P1 review all consultation recommendations in the light of the policy landscape
- P2 formulate firm recommendations based on previously defined policy objectives and assessment criteria
- P3 present the case for the firm recommendations based on sound reasoning and evidence of the full review of options that have been considered
- P4 ensure that recommendations are considered at the appropriate level of accountability
- P5 set implementation objectives that will ensure that the spirit of the proposals is followed
- P6 devise an outline implementation plan to support the recommended proposals
- P7 evaluate the policy formation process that has been used to reach the firm proposals
- P8 make recommendations for process improvements that can be applied to future policy formation projects

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Knowledge and understanding

You need to know and understand:

- K1 specific legislation, regulation, governance and cultural requirements that relate to the nation or region to which the policy will apply
- K2 that the policy formation process involves continuous engagement and partnership with a range of stakeholders meaning that those in policy functions must coordinate and on occasions take the lead but must also constantly seek to ensure that there is full stakeholder engagement
- K3 how to analyse consultation results in order to evaluate policy options
- K4 why it is important to make firm recommendations that can be backed by solid evidence
- K5 why it is important to ensure that decisions are made at an appropriate level of authority
- K6 why it is important to make it clear that all feasible options have been considered in detail
- K7 how to create an outline implementation plan in sufficient detail for guidance without restricting the operational options of those responsible for implementation
- K8 why it is important to evaluate the policy formation process on completion of a project

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Additional Information

Behaviours

The policy function role demands a high level of professionalism and general professional behaviour that should be taken as read. The most important behaviours that will help you achieve effective performance in this unit are:

Communicating

1. You present information clearly, concisely, accurately and in a way that promotes understanding of policy recommendations.

Building relationships

2. You maintain liaison and contact with stakeholders who will be directly influenced by the final policy proposals.

Problem solving and decision making

3. You analyse and structure information effectively to form practical recommendations for policy proposals.

Focusing on results

4. You focus attention on implementation details that are essential to success.

Acting ethically

5. You demonstrate political neutrality in your policy proposals.

Acting strategically

6. You identify the strategic implications of your policy proposals.

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| Key words | formulate firm recommendations, present the case, set implementation objectives, implementation plan, evaluate the policy formation process, analyse consultation results, firm recommendations, decisions |
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