

## SFJPDPS2.5.1

### Adapt agreed policy proposals to implementation needs



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#### Overview

This unit is all about planning and organising the transition between a completed policy proposal and the first steps of its implementation. Whatever level of detail has been included in the proposals, the practical operational aspects of the implementation must be addressed directly in order to make implementation possible.

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#### Performance criteria

*You must be able to:*

- P1 analyse policy proposals and identify any legislative changes that will be needed before implementation
- P2 develop a full operational implementation plan based on the practical requirements of implementing an agreed policy
- P3 develop codes of practice, guidance and procedures for policy implementation
- P4 define implementation objectives and an evaluation model for the implementation process
- P5 carry out a risk assessment of the implementation plan
- P6 devise contingency plans to deal with identified implementation risks
- P7 prepare a full implementation plan and procedures
- P8 organise initial implementation activities as defined in the implementation plan

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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 which features of policy proposals may imply the need for legislative changes
- K4 how to liaise effectively with legal experts to ensure that legislative changes are achieved smoothly and efficiently
- K5 proportionate project planning and procedure writing techniques that are suitable to apply to an operational implementation plan for a policy
- K6 why it is important to include timescales in implementation plans
- K7 how to develop codes of practice and guidance for policy implementation actions
- K8 risk assessment techniques that can be applied to policy implementation processes
- K9 options for contingency plan actions that will mitigate the risks identified in implementation plans
- K10 how to structure and present a full implementation plan
- K11 how to organise initial policy implementation actions

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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 identify people's information needs regarding implementation plans for policy proposals.

##### **Building relationships**

2. You make time available to link with those who will be involved in the implementation of policy proposals.

##### **Problem solving and decision making**

3. You generate imaginative and innovative solutions to form contingency plans for policy implementation.

##### **Focusing on results**

4. You ensure that implementation plans are practical and are accepted by those who must see them through.

##### **Acting ethically**

5. You seek to reflect the spirit of policy proposals in detail implementation plans.

##### **Acting strategically**

6. You recognise strategic dimensions when setting policy implementation objectives.

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<b>Developed by</b>	Skills for Justice
<b>Version number</b>	1
<b>Date approved</b>	January 2009
<b>Indicative review date</b>	January 2011
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Government Skills
<b>Original URN</b>	N2.5.1
<b>Relevant occupations</b>	Public Services; Public Service Professionals; Government and Related Organisations
<b>Suite</b>	Policy Delivery-Public Services
<b>Key words</b>	analyse policy proposals, legislative changes, operational implementation plan, guidance, objectives, risk assessment, contingency, legislative changes, timescales, guidance