

## SFJPDPS2.5.3

### Supervise piloting of policy implementation



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#### Overview

Many policy developments benefit from a piloting process. This may take place at various points in its early stages but the process is consistent regardless of when it occurs. This unit is all about how to set up and supervise a policy piloting process.

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#### Performance criteria

*You must be able to:*

- P1 establish the criteria against which a pilot of policy proposals will be judged
- P2 design a pilot framework that enables valid matching with the success criteria but is cost-effective
- P3 carry out a risk assessment covering the effect on public expectations of running a pilot
- P4 secure the resources needed for the pilot
- P5 set up a monitoring framework to observe the results of the pilot
- P6 organise and oversee the running of the pilot
- P7 maintain active communication with stakeholders
- P8 collate and summarise the piloting results and match them with agreed success criteria
- P9 frame recommendations for incremental policy development in the light of pilot findings

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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 why it is important to set criteria that ensure a match between policy implementation and original policy intentions
- K4 the costs and benefits of different approaches to piloting
- K5 how to test the validity and integrity of pilot results to ensure that they are applicable to a full implementation
- K6 the potential benefits and drawbacks of piloting in relation to the management of public expectations
- K7 how to build the business case of application of resources to the piloting process
- K8 monitoring and sampling techniques for observing the outcomes of a pilot process
- K9 why it is important to oversee a pilot process even if you are not directly involved in implementation
- K10 how to summarise and present piloting results
- K11 techniques for the objective evaluation of piloting results against agreed criteria
- K12 how to ensure that proposals for incremental change following pilot results do not undermine fundamental intentions of policy proposals

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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 make information available to those who need it for the pilot implementation.

##### **Building relationships**

2. You encourage and support those with whom you must work to implement policy proposals.

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

3. You adapt your implementation actions to meet unexpected implementation conditions.

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

4. You recognise changes in circumstances and adjust implementation plans and activities promptly.

##### **Acting ethically**

5. You comply with legislation, regulations, organisational policies and professional codes during policy implementation.

##### **Acting strategically**

6. You ensure that any changes in implementation plans and activities do not depart from strategic plans.

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