

SFJPE2.1

Use and maintain physical resources to deliver public service



Overview

This standard is for individuals working in public service. It is designed to make sure that the individuals are able to work in a way that ensures optimum use and maintenance of physical resources, including personal team or equipment in their area of work. It is also designed to ensure that individuals know and understand any particular requirements concerning use and maintenance of these resources.

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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 physical resources are correctly prepared for use
- P5 use the physical resources in accordance with organisational procedures to achieve the specified objectives
- P6 maintain the continuing serviceability of the physical resources
- P7 adhere to organisational procedures for maintenance
- P8 ensure physical resources are stored in accordance with organisational procedures
- P9 account for physical resources

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Knowledge and understanding

You need to know and understand:

- K1 the requirements of organisational procedures
- K2 your organisation's dress code
- K3 any special requirements for the use, maintenance and storage in particular environments
- K4 how to identify unserviceable equipment
- K5 fault reporting procedures
- K6 how to account for physical resources and the action to take in the event of shortfalls and unserviceable resources

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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: *f*

1. resources: personal; team; equipment

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Suite	NOS for Operational Delivery Processing roles
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