

## SFJPSG5.1.4

### Ensure the effective use of information required for evidence based decisions in the public sector



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#### Overview

This unit is about using effective evidence-based decision making through ensuring that the necessary information is identified, obtained and used correctly.

This unit should be used in conjunction with your organisation's own leadership behaviours.

This standard reflects best practice within the PSG in relation to aspects of Analysis and Use of Evidence core skill and also applies to the policy professional skills.

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#### Performance criteria

*You must be able to:*

- P1 ensure that your collection, analysis and use of evidence supports and complements your organisation's overall working
- P2 organise information and knowledge in a way which supports effective planning
- P3 identify and agree mechanisms to ensure that decisions relating to policies, projects and programmes are informed by evidence
- P4 seek opportunities for developing and enhancing the use of evidence in decision making
- P5 obtain evidence from a variety of relevant sources and use this actively in decision making, including making proposals for actions
- P6 liaise with colleagues outside your immediate work area to identify existing relevant evidence
- P7 ensure that the rationale for your decision making is transparent to relevant colleagues and stakeholders, demonstrating the evidence base for your decision making and proposals for action
- P8 share key information with relevant colleagues and stakeholders
- P9 commission the work of experts, where necessary, when obtaining evidence towards effective decision making
- P10 discuss the quality and completeness of the evidence-base with users and suppliers of the evidence
- P11 identify with the suppliers the limitations of the evidence when informing decision making
- P12 explore with suppliers of evidence how the quality or usefulness of evidence can be improved
- P13 assess regularly evidence which has been newly commissioned to identify the potential for adding value to its content
- P14 work in partnership with relevant analytical experts, where appropriate, when overseeing a project

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#### Knowledge and understanding

*You need to know and understand:*

- K1 how to manage the process of commissioning evidence
- K2 the importance of establishing mechanisms which ensure that decisions relating to policies, projects and programmes are informed by evidence, and how to do this
- K3 the process of considering and reviewing evidence in informing effective decision making
- K4 how to work with providers of evidence towards identifying the scope for improving the quality or usefulness of future evidence
- K5 how to manage the differing needs and interests of users and suppliers of evidence
- K6 the limitations of evidence, and how to manage risk and uncertainty
- K7 available sources of evidence available within your organisation
- K8 the importance of consulting with others involved in related areas of work to ensure that your organisation gains the maximum value from evidence, both in commissioning new evidence and in sharing results
- K9 how to oversee a project in a way which makes the best use of relevant experts
- K10 types of tools that are available for the collection and analysis of evidence, and the circumstances when these might be used effectively

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### Additional Information

#### Behaviours

- 1 You champion the use of a variety of appropriate tools for the collection and analysis of evidence
- 2 You analyse and structure information to develop knowledge that can be shared
- 3 You articulate the assumptions made and risks involved in assessing the analysis and evidence provided
- 4 You identify and balance the needs and concerns of users and suppliers of evidence
- 5 You promote an open and honest exchange of views
- 6 You communicate clearly, accurately and concisely

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| <b>Relevant occupations</b> | Public Services; Public Service Professionals; Government and Related Organisations |
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