

NOS PSSSPO101 Lead teams in ports

Unit PSSSPO101.2 Encourage innovation in your team (SQA Unit Code H79D 04)

Performance Criteria

You must be able to

Encourage innovation in your team

1. respond to ideas identified by members of the team and provide constructive feedback
2. encourage members of the team to share, discuss and work together in developing initial ideas
3. identify and pursue opportunities to work with other teams to generate and develop ideas
4. discuss and agree with members of the team those ideas which should be developed further, how they should be developed and the required resources
5. provide on-going support, encouragement and resources to members of the team who are developing and testing ideas and help to remove any identified obstacles
6. agree the practical implementation of ideas, based on the identified benefits, risks and required resources, within own authority to do so
7. support members of the team in submitting formal proposals and plans for the practical implementation of ideas to other people for approval
8. oversee practical implementation of ideas by the team and monitor and report on progress
9. encourage members of the team to take acceptable risks in pursuing innovation and to learn from mistakes
10. ensure that the originators and developers of any ideas which are successfully implemented receive recognition for their achievement

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in the workplace
2. the principal different ways to communicate effectively with members of a team
3. how to set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)
4. how to plan the achievement of team objectives and the importance of involving team members in the process
5. the importance of and being able to show team members how personal work objectives contribute to achievement of team objectives
6. that different styles of leadership exist
7. how to select and successfully apply a limited range of different methods for motivating, supporting and encouraging team members and recognising their achievement
8. the types of difficulties and challenges that may arise, including conflict within the team, and ways of identifying and overcoming them
9. the importance of encouraging others to take the lead and ways in which this can be achieved

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10. the benefits of and how to encourage and recognise creativity and innovation within a team
11. the benefits of innovation to the team, the overall organisation and its customers
12. the key differences between creativity and innovation
13. how to make time available for identifying and developing ideas
14. how to motivate people to generate and develop ideas
15. how to provide constructive feedback on ideas to individuals
16. the importance of communication in innovation and how to encourage communication across the team
17. the potential obstacles to creativity and whether/how they can be removed
18. the reasons for selecting initial ideas for further development
19. how initial ideas might be further developed and tested
20. how to recognise and manage risk in innovation
21. how to develop formal proposals and plans for the practical implementation of an idea and how to support others in doing this
22. how to develop creativity in own self and others
23. the resources required for creativity and innovation, particularly time
24. how to learn from mistakes
25. how to recognise the achievements of the originators/developers of ideas which have been successfully implemented.
26. the sector(s) in which the organisation works
27. the limits of own authority
28. the organisational guidelines and procedures for developing and implementing ideas, including to whom formal proposals and plans should be submitted
29. the needs of the customers
30. the opportunities to work with other teams in the organisation

Additional Information

This standard is applicable to team leadership and innovation and links to planning and implementing change and promoting equal opportunity and diversity in ports.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

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Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.