
Overview

This standard is about managing work activities and resources in your area of responsibility in order to minimise the negative impact – and maximise the positive impact – they may have on the environment and society as a whole.

This standard is relevant to all managers and leaders who are responsible for the physical resources in their area of responsibility.

This standard links to all the other standards in key area *EB Manage physical and technical resources*.

Performance criteria

- You must be able to:*
- P1 Engage people in your area of responsibility and other key stakeholders in identifying opportunities for, and contributing to, improving the environmental and social impacts.
 - P2 Organise work activities and the use of resources in your area of responsibility so that they
 - P2.1 are sustainable
 - P2.2 are efficient and effective
 - P2.3 comply with legal requirements and environmental policies
 - P2.4 minimise negative and maximise positive impacts on the environment and society as a whole.
 - P3 Identify the environmental and social impacts of work activities and the use of resources in your area of responsibility.
 - P4 Report promptly any identified risks to the environment, which you do not have the ability to control.
 - P5 Identify and implement changes to work activities and the use of resources that will reduce negative and increase positive impacts on the environment and society as a whole.
 - P6 Communicate the environmental and social benefits resulting from changes to work activities and the use of resources.
 - P7 Obtain specialist advice, where necessary, to help you identify and manage the environmental and social impacts of your work activities and use of resources.

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 How to organise work activities and the use of resources in your area of responsibility so that they are efficient, effective and sustainable.
- K2 The importance of organising work activities and the use of resources so that they minimise their negative and maximise their positive environmental and social impacts, and how to do so.
- K3 The importance of identifying the environmental and social impacts of work activities and the use of resources in your area of responsibility, and how to do so.
- K4 The importance of reporting promptly any identified risks to the environment which you do not have the ability to control, and how to do so.
- K5 How to engage employees and other key stakeholders in managing the environmental and social impacts of work.
- K6 How to identify and implement changes to work activities and the use of resources that will reduce their negative and increase their positive environmental and social impacts.
- K7 The principles of effective communication and how to apply them.

Industry/sector specific knowledge and understanding

You need to know and understand:

- K8 Industry/sector requirements for managing environmental performance.
- K9 Industry/sector requirements for corporate social responsibility.

Context specific knowledge and understanding

You need to know and understand:

- K10 Legal requirements and environmental and social policies and how to comply with them.
- K11 The types of risks to the environment that you do not have the ability to control.
- K12 People in your area of responsibility who are able to contribute to, and identify opportunities for, improving the environmental and social impacts of work.
- K13 The range of environmental and social specialists that exists inside

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and/or outside your organisation.

K14 Your role, responsibilities and limits of your authority.

Behaviours

When performing to this standard, you are likely to demonstrate the following behaviours:

- 1 Recognise changes in circumstances promptly and adjust plans and activities accordingly
- 2 Respond promptly to crises and problems with a proposed course of action
- 3 Present information clearly, concisely, accurately and in ways that promote understanding
- 4 Keep people informed of plans and developments in a timely way
- 5 Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
- 6 Act within the limits of your authority
- 7 Watch out for potential risks and hazards
- 8 Make appropriate information and knowledge available promptly to those who need it and have a right to it
- 9 Encourage others to share information and knowledge within the constraints of confidentiality
- 10 Create a sense of common purpose
- 11 Make effective use of available resources
- 12 Identify the implications or consequences of a situation

Skills

When performing to this standard, you are likely to demonstrate the following skills:

- Assessing
- Communicating
- Consulting
- Decision-making
- Evaluating
- Involving others
- Monitoring
- Planning
- Presenting information
- Reporting
- Risk management

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