

NOS PSSSP0101 Lead teams in ports

Unit PSSSP0101.5 Promote equality of opportunity and diversity in own area of responsibility (SQA Unit Code-H79G 04)

Performance Criteria

You must be able to

Promote equality of opportunity and diversity in own area of responsibility

1. ensure commitment within own area of responsibility to promoting equality of opportunity and diversity, including making it a priority area in terms of informing the vision and objectives for own area and planning and decision-making
2. ensure that your own behaviour, words and actions and those of people working in your area of responsibility support a commitment to equality of opportunity and diversity
3. identify own personal responsibilities and liabilities under equality legislation and any relevant codes of practice
4. identify the diversity and needs of own area's current customers and potential customers and identify areas where needs could be better satisfied and where the diversity of customers could be improved
5. ensure that the organisation's written equality and diversity policy is clearly communicated to all people in own area of responsibility and other relevant parties
6. implement the organisation's written equality and diversity policy in own area, including relevant parts of any accompanying organisation-wide action plan, seeking and making the required resources available
7. ensure regular consultation with people in own area of responsibility or their representatives on equality and diversity issues
8. seek and make use of specialist expertise in relation to equality and diversity issues
9. ensure that working arrangements, resources and business processes in own area of responsibility respond to different needs, abilities, values and ways of working
10. monitor, review and report to the relevant people on progress in relation to equality of opportunity and diversity within own area of responsibility, identifying required actions and changes to practice

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. different definitions of diversity
3. the different forms which discrimination and harassment might take
4. the business case for ensuring equality of opportunity and promoting diversity
5. the probable effects of not promoting equality of opportunity and diversity within own area of responsibility
6. how commitment within own area of responsibility to promoting equality of opportunity and diversity might be demonstrated
7. why it is important to make equality and diversity a priority area and how to do so effectively

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8. why it is important to lead by example in terms of behaviour, words and actions supporting a commitment to equality of opportunity and diversity
9. how to recognise when the behaviour, words and actions of others does and does not support a commitment to equality of opportunity and diversity
10. how and where to identify personal responsibilities and liabilities under equality legislation and any relevant codes of practice
11. the importance of identifying the diversity and needs of own area's current and potential customers in order to identify areas for improvement and how to do so effectively
12. how to communicate the organisation's written equality and diversity policy to people who work in own area of responsibility and other relevant parties
13. the importance of implementing an organisation's written equality and diversity policy and any supporting action plan
14. the type of resources which might be required to support implementation of an equality and diversity policy and any supporting action plan
15. how and when to consult with people in own area of responsibility or their representatives on equality and diversity issues
16. the sources of specialist expertise in relation to equality and diversity
17. how to provide working arrangements, resources and businesses processes in own area of responsibility that respond to different needs, abilities, values and ways of working
18. how to monitor, review and report on progress in relation to equality of opportunity and diversity within own area of responsibility.
19. sector-specific legislation, regulations, guidelines and codes of practice relating to equality and diversity
20. equality and diversity issues and developments that are particular to the industry or sector
21. the information sources on equality and diversity in the industry or sector
22. the vision, objectives and operational plans for own area of responsibility
23. the planning and decision-making processes within own area of responsibility
24. the overall vision, values, objectives, plans and culture of the organisation
25. the diversity of the people working in own area of responsibility
26. current and potential customers and their needs within own area of responsibility and other relevant parties with an interest in diversity
27. the organisation's written equality and diversity policy and any accompanying action plan and how they are communicated to all people who work for the organisation
28. sources of specialist expertise in relation to equality and diversity used in own area of responsibility
29. the support and resources allocated to and across own area of responsibility to promote equality of opportunity and diversity
30. understand employment policies and practices within the organisation
31. working arrangements, resources and business processes within area of responsibility
32. the systems in place in for monitoring, reviewing and reporting on progress in relation to equality of opportunity and diversity
33. the allocated responsibilities for promoting equality of opportunity and diversity in your own of responsibility and the organisation in general

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Additional Information

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

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.

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.