NOS PSS SPO111 Manage personal professional developments and working relationships

Unit PSS SPO111.1 Manage own resources and professional development (SQA Unit Code-H79H 04)

Performance Criteria

You must be able to

Manage own resources and professional development

1. evaluate, at appropriate intervals, the current and future requirements of own work-role taking account of the vision and objectives of the organisation
2. consider own values and own career and personal goals and identify information which is relevant to own work role and professional development
3. discuss and agree personal work objectives with line manager and how progress will be measured
4. identify the learning styles which work best for you and ensure that these into account in identifying and undertaking development activities
5. identify any gaps between the current and future requirements of own work-role and current knowledge, understanding and skills
6. discuss and agree, with those you report to, a development plan to address any identified gaps of current knowledge, understanding and skills
7. undertake the activities identified in own development plan and evaluate their contribution to own performance
8. review and update own personal work objectives and development plan in the light of performance, any development activities undertaken and any wider changes
9. obtain regular and useful feedback on own performance from those who are in a good position to judge it and provide objective and valid feedback
10. ensure that own performance consistently meets or goes beyond agreed requirements

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health, safety and security in your workplace
2. the health and safety requirements placed upon the individual and the organisation by current legislation, directions and bye-laws, relevant to own area of operations
3. the principle types of hazard and risk likely to be found in own area of operations
4. the precautions appropriate for minimising hazards and risks in own area of operations
5. the principles of effective communication and how to apply them in order to communicate effectively with colleagues
6. how to identify disagreements with colleagues and the techniques for sorting them out
7. how to identify conflicts of interest with colleagues and the measures that can be used to manage or remove them
8. the importance of exchanging information and resources with colleagues

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9. how to get and make use of feedback on your performance from colleagues
10. the regulations and codes of practice that apply in the ports industry
11. the standards of behaviour and performance in the ports industry
12. the working culture of the ports industry
13. colleagues who are relevant to the work being carried out, their work roles and responsibilities
14. the processes within the organisation for making decisions
15. line management responsibilities and relationships within the organisation
16. the organisation's values and culture
17. the power, influence and politics within the organisation
18. the standards of behaviour and performance expected in own organisation
19. the information and resources that different colleagues might need

Additional Information

This standard is applicable to the management of own resources and professional development and links to the development of productive working relationships with colleagues and liaising and developing professional working relationships with third parties.

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.