
Overview

This standard is about managing the physical resources (equipment, materials, premises, services and energy supplies) required to carry out planned activities in your area of responsibility.

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

This standard follows CFAM&LEB2 Obtain physical resources and links to the other standards in key area *EB Manage physical and technical resources*.

Performance criteria

- You must be able to:*
- P1 Engage those who use resources in planning how they can be used most efficiently and monitoring their actual use.
 - P2 Plan to use resources in ways that are effective, efficient and minimise any adverse impact on the environment.
 - P3 Take appropriate action to ensure the security of resources and that they are used safely.
 - P4 Ensure that resources no longer required are disposed of in ways that minimise any adverse impact on the environment.
 - P5 Negotiate with colleagues over the use of shared resources, taking into account the needs of the different parties involved and the overall objectives of your organisation.
 - P6 Monitor the quality of resources and patterns of resource use systematically.
 - P7 Take timely corrective action to deal with any significant variances between actual and planned resource use.

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 Why it is important to engage those who use resources in managing how they are used, and how to do so.
- K2 How to develop an operational plan and make adjustments to the plan if required resources cannot be obtained in full.
- K3 How to negotiate the use of shared resources with colleagues to optimise resource use for all concerned.
- K4 The potential environmental impact of resource use/disposal and actions you can take to minimise any adverse impact.
- K5 Risks associated with the types of resources used and actions you can take to ensure resources are secure and used safely.
- K6 The importance of monitoring the quality and use of resources continuously, and how to do so.
- K7 The types of corrective actions (e.g. changing planned activities, changing the ways in which resources are used for activities, renegotiating the availability of resources) you can take in case of significant discrepancies between actual and planned resource use.

Industry/sector specific knowledge and understanding

You need to know and understand:

- K8 Industry/sector requirements for managing physical resources.

Context specific knowledge and understanding

You need to know and understand:

- K9 Past patterns of resource use in your area of responsibility and how to access this information.
- K10 Trends and developments that affect future demand for resources in your area of responsibility and how to evaluate the likely impact of these.
- K11 The planned activities in your area of activity and possible contingencies.
- K12 Actual and potential suppliers of the resources you need.

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 Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
- 3 Act within the limits of your authority
- 4 Prioritise objectives and plan work to make the effective use of time and resources
- 5 Accurately calculate risks, and make provision so that unexpected events do not impede the achievement of objectives
- 6 Monitor the quality of work and progress against plans and take appropriate corrective action, where necessary
- 7 Make effective use of existing sources of information
- 8 Seek to understand people's needs and motivations
- 9 Create a sense of common purpose
- 10 Communicate clearly the value and benefits of a proposed course of action
- 11 Work towards win-win solutions

Skills

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

- Analysing
- Communicating
- Contingency planning
- Decision-making
- Evaluating
- Forecasting
- Influencing
- Involving others
- Monitoring
- Negotiating
- Persuading
- Planning
- Presenting information

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Manage physical resources

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