

Title	Formally represent a public sector organisation		
Level	6	Credits	8

Purpose	People credited with this unit standard are able to: establish the purpose of a forum and the nature of the representation expected from the public sector organisation; plan and present the position of the public sector organisation; and liaise and negotiate to achieve outcomes.
----------------	---

Classification	Public Sector Services > Public Sector Core Skills
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 This unit standard is intended for people who are employed in the public sector and evidence should come from within the candidate’s workplace.
- 2 Legislation relevant to this unit standard includes but is not limited to the: Official Information Act 1982, Privacy Act 1993, State Sector Act 1988.
- 3 **Definitions**
Public sector refers to the State sector (central Government), including the Public Service, crown entities, non-uniformed staffs of the services and forces, offices of Parliament; and all local authorities (local Government), including local authority trading enterprises (LATEs).
Public Service refers to the departments of State which carry out core government business and which are listed in the First Schedule to the State Sector Act 1988.
State sector refers to all organisations that are included in the ‘Crown reporting entity’ and are referred to in s27(3) of the Public Finance Act 1989, namely: Public Service departments; other organisations defined as departments for the purposes of the Public Finance Act 1989; Offices of Parliament (eg the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; and the Reserve Bank of New Zealand.
Te Tiriti o Waitangi refers to the Māori language text of the Treaty.
Treaty of Waitangi refers to the English language text of the Treaty.
The Treaty refers to both the Māori and English language texts considered as a whole.
The principles of the Treaty refers to the core concepts that underpin the Treaty. The Court of Appeal and the Waitangi Tribunal have developed a number of detailed principles, of these the principles of ‘partnership’, ‘active protection’, and ‘redress’ are considered dominant.
- 4 Performance of outcomes of this unit standard will require consideration of the underlying values and responsibilities of people working in the public sector including

standards of integrity and conduct and the Te Tiriti o Waitangi/Treaty of Waitangi and its principles.

Outcomes and performance criteria

Outcome 1

Establish the purpose of a forum and the nature of the representation expected from the public sector organisation.

Performance criteria

- 1.1 The objectives of the forum and protocols for its conduct are established with the organisers.
- 1.2 Expectations are confirmed with the organisers in terms of the nature of participation, and form of presentation required.
- 1.3 Authorisation is confirmed with the relevant managers for participation in the forum and representation of the organisation.
- 1.4 Objectives and expectations are confirmed with peers or managers in terms of the nature of participation, form of presentation, and level of information to be communicated.

Outcome 2

Plan and present the position of the public sector organisation.

Performance criteria

- 2.1 Sources of information that provide guidance to public servants in performing their official duties are identified.

Range sources of information may include but are not limited to – Standards of Integrity and Conduct; principles of the Te Tiriti o Waitangi/Treaty of Waitangi, policies and guidelines of the employing public sector organisation.
- 2.2 The presentation is planned to communicate the required information in a clear and concise manner consistent with the purpose and objectives of the forum.
- 2.3 Presentation planning takes account of the nature and communication needs of the audience, the formality of the occasion, the characteristics and physical layout of the venue.
- 2.4 Presentation planning takes account of the obligation of officials to explain, but not defend, government policies or actions, particularly in areas of party-political, or national controversy.

- 2.5 Preparations for representing the organisation include assessment of areas for clarification, identification of controversial elements, and selection of communication methods to meet the needs of the participants.
- 2.6 The presentation places the information in context, and communicates issues in relation to the organisation's areas of responsibility, policies, and strategies.
- Range written and oral communication.
- 2.7 Requirements for reporting outcomes from formal representations to the relevant managers are identified and complied with.
- Range includes identifying and communicating any controversial issues or situations arising during the presentation.

Outcome 3

Liaise and negotiate to achieve outcomes.

Performance criteria

- 3.1 Other organisations that have a formal relationship with the organisation are identified, and relevant liaison and negotiation processes are developed and used to achieve work outcomes within the established area of responsibility.
- 3.2 People with a specific formal interest or relationship with the organisation are identified, and relevant liaison and negotiation processes are developed and used to achieve work outcomes within the established area of responsibility.
- 3.3 Negotiation techniques achieve objectives in formal situations within the established area of responsibility.
- 3.4 Conflict resolution techniques are used where required to achieve objectives in formal situations within the established area of responsibility.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 June 2000	31 December 2023
Revision	2	21 August 2001	31 December 2023
Revision	3	20 July 2004	31 December 2023
Review	4	20 May 2011	31 December 2023
Review	5	25 February 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference	0121
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring