

<b>Title</b>	<b>Lead a team and manage human resources for a facility</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>13</b>

<b>Purpose</b>	People credited with this unit standard are able to: apply leadership practice to facilitate team effectiveness in a facility; manage recruitment processes for a facility; and manage staff performance, and learning and development, for a facility.
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<b>Classification</b>	Recreation and Sport > Recreation and Sport - Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All learning and assessment within this unit standard must be carried out in accordance with the following, as relevant to their role:
  - relevant legislation including Health and Safety at Work Act 2015, Sport and Recreation New Zealand Act 2002, Resource Management Act 1991, Building Act 2014, Privacy Act 1993, and Human Rights Act 1993, Hazardous Substances and New Organisms Act 1996, and any subsequent amendments;
  - district plans, regional plans, Local Government bylaws;
  - industry codes, standards, and good practice guidelines including Facility Management Manual, 2015, New Zealand Recreation Association (NZRA) available via <https://www.nzrecreation.org.nz/Site/community/guidelines/facilities.aspx>
  - organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), and the use of personal protective equipment (PPE).
- 2 For assessment purposes:
  - The candidate must be assessed while undertaking a facility management role.
  - Evidence must be gathered over a period of time that enables reflection, evaluation and ongoing development within the role.
- 3 Definition
 

*Facility* refers to a workplace where the candidate is working, or the workplace in which their training placement is occurring, and may include but is not limited to – a sport, recreation, exercise, event, or outdoor facility.

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### Outcomes and performance criteria

#### Outcome 1

Apply leadership practice to facilitate team effectiveness in a facility.

**Performance criteria**

1.1 Compare two different leadership styles to identify and contrast attributes and skills required for each style, and their strengths and weaknesses, in terms of their significance for effective leadership in a facility.

1.2 Lead a team in a facility to facilitate team effectiveness and wellbeing.

Range includes but is not limited to – promotion and modelling of facility goals, values and objectives, induction, delegation, team meetings, motivation, team building, staff feedback systems.

**Outcome 2**

Manage recruitment processes for a facility.

**Performance criteria**

2.1 Explain employer obligations and responsibilities related to recruitment processes.

Range matters covered by legislation, types of employment agreements, methods of negotiating employment conditions, obligations for the provision of information and advice to employees, procedures for settling personal grievance and employment disputes.

2.2 Develop and implement procedures for role analysis and establishment of role descriptions.

Range analysis includes but is not limited to consideration of required – tasks, skills, values, attitudes, philosophy, knowledge; role description includes but is not limited to – role title; key tasks and areas of responsibility, person specification (e.g. qualifications, experience, skills, interests, attitudes), reporting lines; expectations of performance, key work relationships, conditions of employment.

2.3 Develop and implement recruitment procedures for advertising positions, screening, short listing, and interviewing of candidates that comply with identified legal and equal employment requirements.

Range recruitment procedures may include but are not limited to – identification of key factors, interviewing methods, systematic interview schedules, reference assessment and checks, application or pre-employment forms and curriculum vitae, selection decisions, barriers to selection, feedback procedure; advertising may include but is not limited to – internal channels, partnerships, networks, previous applicants, on-line channels.

2.4 Develop and implement recruitment procedures for making employment offers and establishing employment agreements.

2.5 Develop and implement induction procedures for staff.

Range staff may include volunteers.

### Outcome 3

Manage staff performance, and learning and development, for a facility.

Range staff may include volunteers.

### Performance criteria

3.1 Set individual staff performance objectives and targets that are specific, measurable, achievable, realistic, and time-bound.

3.2 Review individual staff performance against objectives and targets.

3.3 Provide feedback on performance to individual staff that is constructive, objective, specific, and clear.

3.4 Develop and implement procedures for mentoring staff.

Range may include but is not limited to – peer mentoring, mentoring by manager.

3.5 Develop and implement procedures for management of performance or misconduct issues.

Range may include but is not limited to procedures for – staff release, dismissal;  
may include procedures that require professional advice, such as advice on – human resources, labour relations, arbitration.

3.6 Develop and implement procedures for management of staff learning and development.

Range may include but is not limited to – performance assessment, training, practical application, feedback, development of career pathways.

<b>Planned review date</b>	31 December 2023
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 April 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact Skills Active Aotearoa Limited [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz) if you wish to suggest changes to the content of this unit standard.