Title	**Manage information operationally in a public sector context**
Level	**4**	**Credits**	**7**

Purpose	This unit standard is intended for people employed in service roles in the public sector. People credited with this unit standard are able to manage information operationally in a public sector context.

Classification	Public Sector Services > Public Sector Core Skills

Available grade	Achieved

Guidance Information

1   References
    Crown Entities Act 2004;
    Employment Relations Act 2000;
    Health and Safety at Work Act 2015;
    Human Rights Act 1993;
    Income Tax Act 2007;
    Local Government Act 2002;
    Local Government Official Information and Meetings Act 1987;
    New Zealand Bill of Rights Act 1990;
    Official Information Act 1982;
    Privacy Act 2020;
    Protected Disclosures Act 2000;
    Public Finance Act 1989;
    Public Records Act 2005;
    State Sector Act 1988;
    Statistics Act 1975;
    Te Tiriti o Waitangi 1840/Treaty of Waitangi 1840;
    Te Ture mō Te Reo Māori 2016/Māori Language Act 2016;
    and all subsequent amendments and replacements.

    It is important to note that there is in most cases specific legislation relevant to the
    organisation in which the candidate is employed. This must be included.

2   Assessment against this unit standard must be based on evidence from a real or
    simulated public sector workplace situation, provided the simulation reflects public
    sector requirements and requires performance that replicates a real working
    environment.

3   Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, Standards of Integrity and Conduct (available from http://www.publicservice.govt.nz) and/or any other public sector specific code or codes of conduct and/or ethics, and must reflect operating professionally and ethically in New Zealand's diverse, bi-, and multicultural environment.

4   The standards and policies set by Archives New Zealand are relevant to this unit standard. These will be reflected in the organisational policies and procedures relevant to the public sector organisation in which the candidate is employed.

5   Definitions
     Manage information operationally refers to the routine functions and processes of managing information carried out by the candidate in a public sector context.
     Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. Organisational requirements in the public sector will be consistent with relevant legislation.
     Public sector refers to organisations of the state sector (listed in Schedule 1 and 1A to the State Sector Act 1988, (available from http://www.legislation.govt.nz), plus organisations of local government.
     Stakeholders are individuals or groups which have some direct interest in the organisation and its products or services. Internal stakeholders typically include board members, managers and employees. External stakeholders typically include customers, providers of services, business owners, shareholders, employee organisations, and regulatory bodies.

Outcomes and performance criteria

Outcome 1

Manage information operationally in a public sector context.

Range   externally and internally generated and/or sourced information.

Performance criteria

1.1   Manage information securely to meet organisational and legal requirements.

       Range   legal requirements include but are not limited to – Privacy Act 2020, Public Records Act 2005, Local Government Official Information and Meetings Act 1987 or Official Information Act 1982.

1.2   Apply appropriate technologies to access, distribute, and store information relevant to one's role.

1.3   Manage stakeholder and other parties' information to promote trust in accordance with organisational and legal requirements.

       Range   respect for – privacy, intellectual property, authorship.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2019	N/A
Rollover and Revision	2	25 May 2023	N/A

Consent and Moderation Requirements (CMR) reference	0121

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

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.