Title	Demonstrate self-management and work cooperatively in a public sector context		
Level	3	Credits	5

Purpose	This unit standard is intended for people employed in support roles in the public sector.
	People credited with this unit standard are able to:
	– manage health, safety, and wellbeing in a public sector role; and
	– manage own work requirements and work cooperatively within a team contributing to public sector outcomes.

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 (LGOIMA);
     New Zealand Bill of Rights Act 1990;
     Official Information Act 1982 (OIA);
     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   Definitions
     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.

Outcomes and performance criteria

Outcome 1

Manage health, safety, and wellbeing in a public sector role.

Performance criteria

1.1   Demonstrate self-management in relation to own health and wellbeing in a public sector role.

       Range   may include but is not limited to – health and stress management, maintaining work-life balance, awareness of help resources, pressure to deliver on government priorities, compassion fatigue, emotional toll of administering public policy, pressure to maintain neutrality in administering policy in own community setting, pressures due to questions in the house, OIA/LGOIMA requests, ministerial requests, community board/council meetings.

1.2   Act to keep oneself and others safe in situations in the public sector involving actual or potential conflict, in accordance with organisational requirements.

       Range   actions may include but are not limited to – situational awareness, de-escalation, communication style, adapt behaviour, identify and report risky behaviour;
                situations may include but are not limited to – implementing public policy unfavourable to clients, obtaining and clarifying personal client information, collecting information under Social Security Act 2018.

1.3   Use resources, strategies, and processes for creating and maintaining health, safety, and wellbeing, consistent with organisational requirements.

Range   may include but is not limited to – employee assistance programmes, personal strategies and techniques, use of leave allocations, use of organisational reporting channels for legislative protections.

Outcome 2

Manage own work requirements and work cooperatively within a team contributing to public sector outcomes.

Performance criteria

2.1   Demonstrate techniques for managing own work requirements, in accordance with organisational requirements.

Range   techniques may include but are not limited to – time management, workflow management, tasking expectations;
work requirements may include but are not limited to – timeliness and accuracy of information to support questions in the house, OIA/LGOIMA requests, ministerial requests, community board/council meetings.

2.2   Describe the team's purpose and/or objective, own role within the team, and team's expectations of that role.

Range   may include but not limited to – deliver on priorities of the government of the day, kaitiaki over resources, stewardship.

2.3   Participate in the team constructively in terms of group functioning and effectiveness, in meeting public sector outcomes, and in accordance with organisational requirements.

Range   includes but is not limited to – contribution, interpersonal communication.

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 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.