

ASTBUS408

Evaluate internal and external factors and promote partnership working



Overview

This unit has been imported from the Council for Administration (CfA) NOS Unit 408.

Monitor and evaluate changes in the internal and external environment in which the organisation operates and advise decision-makers on their relevance and implications, including developing possible partnership arrangements.

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Performance criteria

Monitor, evaluate and communicate internal and external factors

- You must be able to:*
- P1 make sure there are systems in place to identify and record internal and external factors
 - P2 identify and prioritise internal and external factors for their relevance to the organisation
 - P3 analyse and evaluate trends and events for their implications for the organisation
 - P4 identify and prioritise current and emerging legal and regulatory requirements which are relevant to the organisation
 - P5 when necessary, obtain specialist advice on interpretations of relevant legal and regulatory requirements
 - P6 communicate information to relevant people in good time to inform decision-making

Help to establish arrangements or relationships which further corporate interests

- You must be able to:*
- P7 make sure there are corporate policies for arrangements or relationships with third parties
 - P8 identify third parties with whom the organisation could enter into arrangements or relationships
 - P9 negotiate with third parties within the limits of your own authority and corporate policies
 - P10 identify and communicate the potential benefits of arrangements or relationships to relevant people
 - P11 make sure arrangements or relationships conform to legal and regulatory requirements and corporate policies

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Knowledge and understanding

You need to know and understand:

- K1 the nature of internal trends and events
- K2 your organisation's mission and objectives
- K3 corporate strategies and policies
- K4 the types of monitoring systems
- K5 ways of analysing internal trends and events
- K6 the methods of communicating and presenting information
- K7 the nature and types of external influences which impact on the organisation
- K8 the methods of analysing and evaluating external influences which impact on the organisation
- K9 the legal and regulatory requirements and ethical responsibilities relating to external influences which may affect corporate interests
- K10 the consequences of non-compliance with legal and regulatory requirements relating to external influences which may affect corporate interests
- K11 corporate policies relating to arrangements with third parties
- K12 the types of arrangements and relationships with third parties
- K13 the methods of negotiation
- K14 your own role, responsibilities and limits of authority
- K15 the methods of identifying and evaluating benefits and disadvantages of arrangements and relationships

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Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in building your organisation's understanding of its market and customers. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- 1 Researching
- 2 Analysing
- 3 Prioritising
- 4 Writing
- 5 Evaluating
- 6 Negotiating
- 7 Problem solving
- 8 Reporting

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