
Overview

Support the making of arrangement; developing relationships; and, negotiating with third parties to promote partnership working, making sure arrangements conform to legal and regulatory requirements and corporate policies.

Links: Business Resources; Manage Information and Data

Specific skills:

1. analysing
2. evaluating
3. negotiating
4. prioritising
5. problem solving
6. reporting
7. researching
8. writing

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Performance criteria

You must be able to:

- P1 confirm the corporate policies for arrangements or relationships with third parties
- P2 confirm third parties with whom the organisation could enter into arrangements or relationships
- P3 negotiate with third parties within the limits of job role authority and corporate policies
- P4 identify and communicate the potential benefits of arrangements or relationships to relevant people
- P5 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 corporate policies relating to arrangements with third parties
- K2 the types of arrangements and relationships with third parties
- K3 the methods of negotiation
- K4 the responsibilities and limits of authority of the job role
- K5 the methods of identifying and evaluating benefits and disadvantages of arrangements and relationships
- K6 the legal and regulatory requirements and ethical responsibilities relating to making arrangements or developing relationships
- K7 the consequences of non-compliance with legal and regulatory requirements relating to making arrangements or developing relationships

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