

COGLS16

Manage and monitor the work of a team carrying out life sciences related work activities



Overview

This standard covers the competences you need to manage the work of a team carrying out life sciences related work activities, in accordance with approved procedures and practices. You will exercise autonomy and judgement within fairly broad parameters and understand different perspectives or approaches used within the workplace.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The activity is likely to be undertaken by someone whose work role carries out life science related work activities. This could include individuals working in hospitals, scientific laboratories, schools and universities.

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Performance criteria

- You must be able to:*
- P1 work with the appropriate people to set team goals, in accordance with organisational policies and procedures for the life sciences environment
 - P2 communicate positively the department goals and objectives to the team
 - P3 involve team members in planning how the team will achieve its objectives
 - P4 ensure that each team member has personal work objectives and understands how achieving these will contribute to achievement of the workplace objectives
 - P5 provide recognition when individual and team objectives have been achieved
 - P6 help individuals and the team find solutions to problems and issues with objectives and the work environment
 - P7 encourage and recognise creativity and innovation within teams
 - P8 monitor progress and achievement against each team's agreed objectives for workplace activity
 - P9 report work progress to the appropriate people, in accordance with departmental and organisational procedures

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Knowledge and understanding

You need to know and understand:

- K1 why it's important to understand and keep up with the strategic direction of the life sciences agenda across the UK and globally and how this will influence the organisation
- K2 how to develop internal and external networks within the life sciences community for the area you are working in
- K3 the implications of not taking account of legislation, regulations, standards and guidelines when conducting life sciences related work activities
- K4 the techniques and processes you and others must use correctly in the workplace to carry out their work
- K5 the workplace business aims and goals and the planning process
- K6 the workplace organisational structure, its values and culture
- K7 how the work activities add value through delivering workplace products, services and processes
- K8 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K9 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K10 how to identify and assess the requirements of work roles
- K11 the planning required for the team and to achieve their workplace objectives
- K12 how to set and monitor the work objectives and performance of teams
- K13 how the quality, cost and delivery targets of teams are measured
- K14 the types of support and advice that team members are likely to need and how to respond to these
- K15 the reporting procedure in the event of deviations from team plans
- K16 the document control and reporting procedures that should be used
- K17 the reasons why effective communication is important, and the methods used for communicating effectively

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