

COSBEDCL4O23

Establish, implement and maintain administrative services in conservation and building control



Overview

This unit is about establishing systems for the implementation of policies, operations and legislation. You will need to identify objectives for the implementation of policies, operations and procedures. You will need to assess resources, confirm people's roles and briefs and set realistic time limits to achieve objectives. You will also need to set up and implement methods of working which take into consideration any relevant constraints and factors. You will need to evaluate methods of working chosen to implement policies, operations and legislation. You will also need to identify areas that require improvement and evaluate and select methods for improvement and recommend them to decision makers. You will also need to monitor and review procedures regularly.

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Performance criteria

Establish and implement administrative procedures

- You must be able to:*
- P1 establish systems for the implementation of **policies, operations and legislation**
 - P2 identify the **constraints and factors** which will influence the sequence of operations, and assess the influence they are likely to have
 - P3 review the systems in the light of available **resources** and report on any consequent issues
 - P4 confirm peoples' roles and responsibilities and brief them and set realistic time limits for them to achieve their objectives
 - P5 implement effective **methods of working** to encourage the integration of all those involved taking into account all the relevant **constraints and factors**

Maintain effective administrative services

- You must be able to:*
- P6 evaluate the **methods of working** used to implement **policies, operations and legislation**
 - P7 identify areas where improvements are needed
 - P8 evaluate different methods for improvement and consult with stakeholders on the options
 - P9 select methods for improvement which are the most suitable and recommend them to decision makers
 - P10 review procedures regularly to ensure that their effectiveness is maintained

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Knowledge and understanding

Establish and implement administrative procedures

You need to know and understand:

- K1 how do and why do you establish systems for the implementation of **policies, operations and legislation** (synthesis)
- K2 what to identify as the **constraints and factors** which will influence the sequence of operations (understanding)
- K3 how and why to assess the likely influence of **constraints and factors** (analysis)
- K4 how and why to review the systems in the light of available **resources** and report on any consequent issues (analysis)
- K5 how to confirm peoples' roles and responsibilities (evaluation)
- K6 how to brief people on their roles and responsibilities (application)
- K7 how to implement effective **methods of working** to encourage the integration of all those involved (application)
- K8 how and why to take into account all the relevant **constraints and factors** (synthesis)
- K9 how and why to set realistic time limits for people to achieve their objectives (evaluation)

Maintain effective administrative services

You need to know and understand:

- K10 how and why to evaluate the **methods of working used** to implement **policies, operations and legislation** (evaluation)
- K11 what to you identify as areas where improvements are needed (understanding)
- K12 how and why to evaluate different methods for improvement (evaluation)
- K13 how to consult on the options with stakeholders (application)
- K14 how and why to select methods for improvement (evaluation)
- K15 how and why to recommend methods for improvement to decision makers (synthesis)
- K16 how and why to review procedures (analysis)

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Scope/Range

Establish and implement administrative procedures

- 1 Policies, operations and legislation:**
 - 1.1 national
 - 1.2 regional
 - 1.3 local
- 2 Constraints and factors:**
 - 2.1 political
 - 2.2 legal
 - 2.3 technical
 - 2.4 timescale
 - 2.5 legislation
 - 2.6 community
 - 2.7 climate change adaptation and mitigation
- 3 Resources:**
 - 3.1 human
 - 3.2 equipment
 - 3.3 budget
 - 3.4 time
 - 3.5 information
 - 3.6 physical
 - 3.7 skills
- 4 Methods of working:**
 - 4.1 management structures
 - 4.2 consultation mechanism procedures
 - 4.3 documentation processes
 - 4.4 information systems

Maintain effective administrative services

- 5 Methods of working:**
 - 5.1 management structures
 - 5.2 consultation mechanism procedures
 - 5.3 documentation processes
 - 5.4 information systems
- 6 Policies, operations and legislation:**
 - 6.1 national
 - 6.2 regional
 - 6.3 local

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