
Overview

This standard is about the skills and knowledge needed for you to contribute to cross functional team work in a food and drink business.

Work carried out in the food and drink industry can require input from production, research and development, engineering, Human Resources in addition to other parts of the organisation. Cross functional working is integral to the successful implementation of new equipment, product, processes and to change management objectives. Cross functional working can take place within a single food and drink business site or across sites situated nationally or globally.

You will need the skills and knowledge to:

- ensure organisational requirements for policies and procedures relating to behaviours, sharing of information and communication are adhered to.
- contribute to the establishment of a common purpose, specific objectives and timelines relating to the work of the cross functional group.

This standard is for you if you work in food and drink operations and/or supply operations and are involved in contributing to a cross functional team in a food and drink business.

Performance criteria

You must be able to:

Establish the remit and operating guidelines

1. establish a common purpose, objectives and timelines for the cross functional working group
2. communicate the common purpose, objectives and timelines to relevant people using organisational methods and requirements
3. adhere to organisational requirements for the collating and sharing of information across the group

Contribute to team working

4. confirm all points of view are communicated and understood by all members of the group
5. secure commitment to action points and milestones
6. review action points and milestones
7. communicate results and outcomes to relevant people
8. support the evaluation of the success of cross functional working and feedback to relevant people

Knowledge and understanding

You need to know and understand:

1. the importance of cross functional team work to the success and effectiveness of a food and drink business
2. the organisational policies and procedures relating to cross functional working and why it is important to adhere to them
3. what the organisational standards of behaviour are when working with colleagues and why it is important to adhere to them
4. how to establish a common purpose, objectives and timelines for a cross functional working group and why it is important to do so
5. the organisational methods of communication and information technology and how to make best use of them
6. what the organisational requirements are for the collating and sharing of information and how to follow them
7. how to ensure all points of view in the group are recognised and understood and why it is important to do this
8. why it is important to secure commitment to action points and milestones and how to do this
9. why it is important to review action points and milestones against plans and how to do this
10. which people internal or external to the food business must be informed of the outcomes of the working group and how to do this
11. how to evaluate the success of the cross-functional working and why it is important to do this

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Contribute to cross functional team work in a food and drink business



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