
Overview

This standard covers the competences you need to provide scientific or technical leadership for a workplace team in accordance with approved procedures and practices.

You will be required to demonstrate that you can positively communicate team objectives and involve team members in planning team and personal objectives. You will encourage and support team members in achieving objectives.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 use safe practices and the appropriate personal protection equipment (PPE) when performing scientific or technical activities
 - P3 set out and positively communicate the purpose and scientific or technical objectives of the team to all members
 - P4 involve member in planning how the team will achieve its scientific or technical objectives
 - P5 ensure that each member of the team has personal work objectives and understands how achieving these will contribute to achievement of the team's objectives
 - P6 encourage and support team members to achieve their personal work objectives and those of the team
 - P7 provide recognition when individual and team objectives have been achieved
 - P8 help individuals and the team find solutions to problems and issues with objectives and the work environment
 - P9 encourage and recognise creativity and innovation within the team
 - P10 monitor progress and achievement across the team against agreed objectives for workplace activities
 - P11 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
 - P12 communicate the required information about the work done, in accordance with departmental and organisational procedures

Knowledge and understanding

- You need to know and understand:*
- K1 the health and safety requirements of the area in which you are carrying out the scientific or technical activities
 - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
 - K3 the scientific or technical techniques and processes you must use correctly in the workplace.
 - K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
 - K5 the importance of correct identification, and any unique workplace coding system
 - K6 the organisational requirements for maintaining the security of the workplace
 - K7 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
 - K8 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
 - K9 how to identify and assess the scientific or technical requirements of a work role
 - K10 the planning required for the team to achieve its workplace scientific or technical objectives
 - K11 how to set and monitor the personal work objectives for the team
 - K12 the team's scientific or technical purpose and their corresponding workplace objectives
 - K13 how the quality, cost and delivery targets for the team are measured
 - K14 the types of support and advice that team members are likely to need and how to respond to these
 - K15 the standards of performance for the scientific or technical work of your team and how the organisation measures them
 - K16 the reasons why effective communication is important, and the methods used for communicating effectively

Scope/range

1. discuss and agree your teams' workplace performance requirements with one of the following people:
 - 1.1 supervisor
 - 1.2 team leader
 - 1.3 health and safety officer
 - 1.4 manager
 - 1.5 head of department
 - 1.6 teacher or trainer

2. help your team's performance with the following:
 - 2.1 progress against objectives for workplace activities plus four from the following:
 - 2.2 technical support for a procedure
 - 2.3 introduction of new equipment
 - 2.4 problem diagnosis and solution
 - 2.5 introduction of new process
 - 2.6 technical advice and guidance
 - 2.7 a defective product or piece of equipment
 - 2.8 evaluating the possible use of a new raw material within an existing process

3. provide scientific or technical information from all of the following sources:
 - 3.1 changes in legislation
 - 3.2 new methods and techniques
 - 3.3 findings from internal activities

4. use two of the following sources of support to help your team:
 - 4.1 scientific or technical documents
 - 4.2 new curriculum
 - 4.3 workplace guidelines or procedures
 - 4.4 student/learner assessments
 - 4.5 external specialist/associate
 - 4.6 new or changes in a scheme of work

5. agree scientific or technical work objectives with your team with targets that are all the following:
 - 5.1 specific
 - 5.2 achievable
 - 5.3 time-bound
 - 5.4 measurable
 - 5.5 realistic

6. record and communicate details of the work done, to the appropriate people, using:
 - 6.1 verbal report plus one method from the following:

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- 6.2 written or typed report
 - 6.3 computer-based record
 - 6.4 specific workplace documentation
 - 6.5 electronic mail

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