

Overview

This standard is about managing the work of your team and considering how the performance of your team could be improved.

It is about ensuring that your team are adhering to the requirements of the brief and in the event that these requirements are not being adhered to it involves investigating the reasons for this by communicating with the appropriate members of your team.

It also involves considering ways that the quality of work and working methods could be improved and communicating this to your team and individuals within your team in a positive manner. It requires complying with all relevant health and safety and employment legislation when managing your team.

This standard could be used in all roles in the screen industries and also applies to wider creative industry roles for example theatre, live events, cultural heritage and design occupations.

Performance criteria

You must be able to:

1. inform your team of the scope of their work
2. monitor team performance
3. ensure that risk assessments for the work of your team have been undertaken
4. develop a work plan which includes yourself and your team
5. confirm all members of your team are aware of the specific activities for which they are responsible
6. provide individuals with the opportunity to contribute to their own personal development
7. provide advice and guidance to the needs of the brief and the individual
8. check your team understand the procedure for dealing with problems and who, how and when to report problems
9. consider what action needs to be taken to achieve the brief and to improve the individual's performance
10. provide feedback to your team on the overall project and its progress
11. consult with your team for suggestions to improve future performance
12. seek opportunities to improve productivity and information flow

Knowledge and understanding

You need to know and understand:

1. the skills of your team and their scope in terms of job responsibilities
2. how to communicate the requirements of the brief and creative style to your team and confirm their understanding
3. how to develop a work plan which clearly details roles and responsibilities
4. the importance of providing individuals with the opportunity to contribute to inform their personal development
5. the person responsible for carrying out risk assessments and your health and safety responsibilities with regard to other people
6. the differences in managing hybrid, remote, multisite, multiple time zone teams
7. the importance of informing your team that you will be monitoring their performance, what you will be looking for and how they can obtain feedback
8. suitable action to take following unsatisfactory performance by a team member
9. legislation, regulations and organisational procedures that are applicable to managing other people and to the work being undertaken

Developed by ScreenSkills

Version Number 3

Date Approved 31 Mar 2024

Indicative Review Date 31 Mar 2027

Validity Current

Status Original

Originating Organisation ScreenSkills

Original URN SKSGS9

Relevant Occupations Arts, Media and Publishing, Crafts, Creative Arts and Design, Design Associate Professionals, Marketing Associate Professionals, Media and Communication, Media Associate Professionals, Performing Arts, Technical Services and Distribution (Film & TV), Post Production Professionals, Sound Production Professionals (Film & TV), Animation Professionals, Physical Special Effects Professionals, Technical support roles for Sound Recording and Music Technology, Digital Marketing Occupations, Interactive Media Professionals, Games Professionals

Suite Creative Media Generic Skills

Keywords manage; team; work plan; hybrid; remote; multisite; multiple time zone; roles and responsibilities; creative industries;
