



**Australian Government**

# **BSBMGT605 Provide leadership across the organisation**

**Release: 1**

# BSBMGT605 Provide leadership across the organisation

## Modification History

Release	Comments
Version 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.

It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Management and Leadership – Management

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Communicate organisational mission and goals	1.1 Clarify objectives, values and standards in accordance with organisation's strategic direction 1.2 Establish linkages between organisational objectives, values and standards and the responsibilities of relevant groups and individuals 1.3 Ensure media and language used is appropriate to individuals and group circumstances 1.4 State clear expectations of internal groups and individuals and explain in a manner which builds commitment to the organisation 1.5 Address expectations of the organisation 1.6 Investigate incidents promptly and communicate results clearly to relevant groups and individuals
2. Influence groups and individuals	2.1 Build trust, confidence and respect of diverse groups and individuals through positive role modelling and effective communication and consultation 2.2 Embrace, resource and effectively implement improvements to organisational and workplace culture 2.3 Demonstrate understanding of the global environment and new technology in work activities 2.4 Ensure actions convey flexibility and adaptability to change and accessibility 2.5 Ensure consultation and participation in decision making occurs with relevant groups and individuals where appropriate 2.6 Ensure decision making takes into account needs and expectations of both internal and external groups 2.7 Ensure decision making occurs in accordance with risk management plans for all options, and within appropriate timeframes 2.8 Ensure that the organisation is represented positively in the media and community
3. Build and support teams	3.1 Assign accountabilities and responsibilities to teams consistent with their competencies and operational plans 3.2 Ensure teams are resourced to allow them to achieve their

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	objectives 3.3 Empower teams and individuals through effective delegation and support for their initiatives 3.4 Create and maintain a positive work environment 3.5 Encourage teams and individuals to develop innovative approaches to the performance of work
4. Demonstrate personal and professional competence	4.1 Model ethical conduct in all areas of work and encourage others to adopt business ethics 4.2 Adapt appropriate interpersonal and leadership styles to meet particular circumstances and situations 4.3 Set and achieve personal objectives and work program outcomes 4.4 Ensure self-performance and professional competence is continuously improved through engagement in a range of professional development activities 4.5 Participate regularly in industry/professional networks and groups

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	4.3, 4.4, 4.5	<ul style="list-style-type: none"> <li>Actively looks for and accepts ways to maintain and improve own skills and knowledge</li> </ul>
Reading	1.2, 1.3, 1.6, 2.7, 4.4, 4.5	<ul style="list-style-type: none"> <li>Evaluates and integrates facts and ideas to construct meaning from a range of text types</li> </ul>
Writing	1.1, 1.2, 1.3, 1.4, 1.6, 3.1, 4.3	<ul style="list-style-type: none"> <li>Records and reports key information related to the outcomes of the job to interact effectively and appropriately with the team</li> <li>Researches, plans and prepares documentation using format and language appropriate to the audience</li> </ul>
Oral Communication	1.1, 1.2, 1.4, 1.5, 1.6, 2.1, 2.5, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2	<ul style="list-style-type: none"> <li>Participates in a variety of spoken exchanges with clients, co-workers and stakeholders using structure and language appropriate to context and audience</li> </ul>
Navigate the world of work	1.1, 1.2, 1.5, 1.6, 2.8, 3.1, 4.1	<ul style="list-style-type: none"> <li>Works autonomously making high level decisions related to the achievement of organisational goals</li> <li>Reflects on designation of roles and responsibilities and how everyone's role contributes to broader organisational goals</li> <li>Appreciates the implications of ethical and other organisational responsibilities in carrying out own role</li> </ul>
Interact with others	1.3, 1.4, 1.6, 2.1, 2.4, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2	<ul style="list-style-type: none"> <li>Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a range of communication practices to achieve goals</li> <li>Identifies strengths and limitations of own interpersonal skills and addresses areas that would benefit from further development</li> <li>Recognises the importance of building rapport in order to establish effective working relationships and inspire trust and confidence</li> <li>Collaborates and cooperates with others, playing an active role in leading and facilitating effective group interaction and influencing direction</li> <li>Facilitates a climate in which others feel comfortable to identify, explore and build on a variety of perspectives in order to achieve shared outcomes</li> </ul>
Get the work done	1.1, 1.2, 1.6, 2.2-2.7, 3.1, 3.2, 3.5	<ul style="list-style-type: none"> <li>Accepts responsibility for planning and sequencing complex tasks and workload of self and others, negotiating key aspects with others taking into account</li> </ul>

		<p>capabilities, efficiencies and effectiveness</p> <ul style="list-style-type: none"> <li>• Applies problem solving processes to identify risks, evaluate options and determine solutions</li> <li>• Facilitates a climate in which creativity and innovation are accepted as an integral part of achieving outcomes</li> <li>• Actively identifies systems, devices and applications with potential to meet current and/or future needs</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT605 Provide leadership across the organisation	BSBMGT605B Provide leadership across the organisation	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)