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**Using resources effectively**

*Identifying and making the most productive use of resources including people, time, information, networks and budgets.*

**Self**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Using resources in ways that are efficient and minimise any adverse impact on the environment |  |  |
| Being aware of the financial and commercial aspects of the organisation |  |  |
| Integrating ethical considerations into decision making about use of resources |  |  |
| Using informal systems and channels of communication to inform and support objectives |  |  |
| Influencing outcomes when bidding or negotiating for resources |  |  |
| Aggregating, utilising and interpreting management information |  |  |
| Considering cost benefit analysis implications of decisions |  |  |
| Making use of information and resources gained through personal networks |  |  |
| Recognising that time is cost and adjusting behaviour accordingly |  |  |

**Others**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Recognising and appreciating the breadth and depth of resources available |  |  |
| Liaising with external bodies,  suppliers and other HE bodies |  |  |
| Identifying the information and knowledge people need and why they need it |  |  |
| Drawing on others’ knowledge, skills and experience |  |  |
| Liaising outside of immediate  work area to maximise use of  resources within the organisation |  |  |
| Deploying human resources  efficiently, at the right levels and in appropriate ways |  |  |
| Delegating appropriately |  |  |
| Considering costs as part of the equation when planning a  development |  |  |

**Organisation**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Sharing good practice with other parts of the organisation |  |  |
| Being mindful of responsibility to organisation and funders in using resources effectively and efficiently |  |  |
| Developing cross-service  collaboration and being willing to share resources |  |  |
| Identifying ways in which  resources can be used flexibly and imaginatively for the benefit of the whole organisation |  |  |

Examples of behaviours that may indicate a need for further development in using resources effectively

* Always going for the highest quality solution regardless of cost implications
* Re-inventing the wheel
* Assuming staff time is free
* Failing to fully utilise available resources
* Wasting resources