

School of Chemistry

Management Charter

This document is intended to address those issues raised by the liP Pre-assessment carried out in October 2007 and must be available to all in the School. It defines the baseline skills and qualities that the School expects from line managers at all levels.

1. To ensure that their staff have appropriate skills for the tasks that they are expected to deliver and that they are supported and encouraged to develop
2. To ensure that their staff know what they are entitled to expect from their line manager
3. To ensure that all their staff are offered an effective Personal Development Review (PDR) at least once a year. A reviewer should:
 - a. look back to previous achievements
 - b. consider current duties
 - c. listen to and take account of difficulties encountered
 - d. provide feedback on performance against objectives in a fair and unbiased manner
 - e. look to the future to anticipate any changes or developments
 - f. agree SMART targets to be achieved
 - g. deliver in the most resource effective way any learning experiences identified evaluate learning outcomes to ensure they are fit for purpose
 - h. ensure that staff understand their agreed objectives and how they link through to Chemistry's plans and the 2015 Agenda
4. To ensure that their staff are encouraged to contribute to the planning process
5. To ensure that communication is open, two way and effective and that the reasons for decisions taken are understood
6. To ensure that their staff are aware of relevant University policies and procedures
7. To ensure that their staff are treated equitably as defined by the University's Equal Opportunities Policy