

Staff Management Forum: Terms of Reference 2022

Purpose

The University of Manchester Library Staff Management Forum (SMF) is:

- A forum for building and sharing management expertise and experience to support effective performance management, staff development and PDR, the effective application of HR policies and processes, and to encourage the enhancement of our performance as managers.
- A conduit for ensuring effective communication between the Library Executive Team, the Library Leadership Team and Library managers through the exchange of information and ideas in order to facilitate cooperation and engagement with Imagine 2030 and Library operational plans.
- A mechanism for disseminating and cascading important messages to staff via their managers and for the initiation and roll out of Library wide management tasks, activities and associated core training.

Membership

- All staff with line management responsibilities are members of SMF. The Library HR Partner is also an ex officio member of SMF.
- New members should be identified by their managers as part of the induction process
- All managers should take responsibility for ensuring that any changes in line management within their teams are communicated to Pamela Morris in order to ensure that the SMF membership list is kept up-to-date.

Governance

- The Library Executive Team sponsor for SMF will be Katy Woolfenden
- SMF will be led by Library Leadership Team members Sarah Rayner and Michelle Sharples
- Administrative support for SMF will be provided by Pamela Morris
- The Executive Team sponsor and Leadership Team leads will set the key priorities for SMF each year in line with needs identified by LET, LLT and the Forum itself and will drive the organisation of networking events, promote the use of shared communication channels, and encourage engagement with the Forum.
- SMF members will work with the Executive Team sponsor and Leadership Team leads from time to time to provide advice, support and leadership in defined areas of expertise as necessary.

Activities & Events

- SMF will primarily act as an online forum via the Microsoft Teams area and through the use of the SMF e-mail list.
- The SMF Teams space will be used to discuss management topics, collaborate with peers and disseminate stimulating/inspiring/relevant management information and resources.
- The SMF email list will be used to cascade information to managers and to promote SMF events and discussion topics, alongside SLD training opportunities.
- SMF will come together as a whole group for networking and information-sharing events approximately 3 times a year.
- Smaller optional events may also take place periodically throughout the year, and will focus on more discrete topics of interest to sections of SMF.
- The outputs of events will be made available to members and will be fed into relevant policies and guidance for staff managers.

Responsibilities of members

To be a success, SMF requires the full engagement of all its members. Expectations of members include the following:

- That they will be proactive in their use of the group to share issues and learn from each other, both inside and outside of any formally organised events.
- That they will participate in the administration, organisation and development of the group, e.g. by volunteering to lead/support discussions or events.
- That they are proactive in passing on the benefits of their experience to their colleagues on the group, e.g. by providing mentoring to new managers.
- That they will cascade any information and carry out any activities or tasks required or requested of them.

Last updated January 2022 by KW, SR and MS