

Staff Management Forum: Terms of Reference

Purpose

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

- A forum for building and sharing management expertise and experience to support effective people management. This includes performance management, staff development, recruitment and PDR, the effective application of [People](#) policies and processes, and to encourage the enhancement of our performance as managers.
- A conduit for ensuring effective communication between the Library Executive Team (Exec), Library Leadership Team (LLT), Directorate Management Teams (DMTs) and Library managers through the exchange of information and ideas to facilitate cooperation and engagement with Imagine2030 and Library operational plans.
- A mechanism for disseminating and cascading important information to staff via their managers and for the initiation and roll out of Library-wide management tasks, activities and associated training.

Membership

- All staff with line management responsibilities are members of SMF. The Library [People 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

- SMF is managed by a Planning Group led by Library Leadership Team members Sarah Rayner and Michelle Sharples.
- Planning Group members are Lucy May, Laura Briggs and Helen Foster.
- Administrative support for SMF is provided by Pamela Morris.
- The SMF Planning Group set the key priorities for SMF each year in line with needs identified by Exec, LLT and the Forum itself and drive the organisation of development and networking events, promote the use of shared communication channels, and encourage engagement with the Forum.
- SMF members are encouraged to work with the SMF Planning Group to provide advice, support and leadership in defined areas of expertise as necessary.

Activities & Events

- SMF will come together as a whole group for networking and information-sharing events approximately 3 times a year. We will also aim to have an informal, social event at the end of each calendar year to reflect on the past year and look forward to the year ahead.
- Smaller optional events may also take place periodically throughout the year and will focus on discrete topics of interest to specific groups within SMF.
- The outputs of events will be made available to members and will be fed into relevant policies and guidance for staff managers.
- The SMF email list and Teams space will be used to cascade information to managers and to promote SMF events and discussion topics, alongside SLD training opportunities.
- The SMF Teams space will be used to discuss management topics, collaborate with peers and disseminate stimulating/inspiring/relevant management information and resources.

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 actively participate in the group by attending events and volunteering to lead/support events.
- That they are proactive in passing on the benefits of their experience to colleagues in 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 April 2025 by the SMF Planning Group