

Expectations of Line Managers in the Connexional Team

Line management is a way of operating that enables our work to be planned and implemented effectively in line with agreed priorities, and empowers individual team members to work to their best ability, within a healthy work/life balance. All management should be consistent with the *Shared Values of the Connexional Team* (see separate document).

We expect managers to be representatives of the Methodist Council as the employing/appointing body to the Team members they line manage, and to build teams which are collaborative, creative and effective.

Managers should:

- Create the conditions in which their team members can flourish individually, and as part of a team, to support delivery of *Our Calling*;
- Support, direct, challenge and coach individuals to perform their best, holding them accountable for delivery of work to a high standard, including line management where this is part of their role;
- Be themselves a model of good practice in line with the *Shared Values*, and practise good self-management and accountability to their line manager.
- Enable their teams to plan and work collaboratively with partners in the Connexion.

Managers are formally responsible for:

Managing Individuals

- Recruitment, in liaison with HR& Development and their own line manager, which complies with all legal requirements, Methodist Council policies and best practice including equality, diversity and inclusion;
- Induction, probation, regular one to one's, coaching, annual Planning, Development and Review (PDR's), performance monitoring, identifying professional development and training needs;
- Being promptly available as needed to those whom they line manage;
- Agreeing working arrangements, and monitoring workload;
- The implementation and administration of Council process relating to Dignity and Work, grievances and complaints
- Monitoring flexible working, TOIL and annual leave through Cascade.



Managing Teams

- Setting of team objectives that are consistent with the Shared Values of the Connexional Team
- Initiating strategic thinking, systems and procedures about the work which will have a positive impact on the Team meeting its objectives;
- Planning meetings, agenda setting, establishing norms of chairing and communication, allocation of roles, timekeeping, attendance, ensuring decisions are made, recorded and actioned;
- Teambuilding through a variety of methods and resolving conflicts.

Managing Dispersed Teams

- Encouraging inclusion and visibility by setting team protocols for contact e.g. daily emails/phone calls/regular team conference calls quickly picking up issues relating to home working and resolving these creatively.
- Promoting better communication by use of intranet and other dispersed communication tools.
- Fostering trust in the organisation and its staff by ensuring clear and direct communication of values. Encouraging honest debate within clear boundaries.
- Boosting team awareness by encouraging two-way communication, fostering of peer support systems, encouraging staff to take responsibility for communicating their needs and requests, developing cross cluster working protocols.

Managing Work

- Negotiating work plans with colleagues in light of agreed priorities and objectives;
- Preparing budget proposals, negotiating and monitoring budgets where applicable;
- Practicing good stewardship of all the resources entrusted to our management;
- Taking responsibility for the delivery of planned outcomes;
- Developing ways to review and evaluate work to inform future planning;
- Adapting workplan to new emerging priorities (in liaison with line manager);
- Delegating tasks and responsibilities and supporting those who perform them;
- Devising workable critical paths and deadlines and insisting on them;
- Foreseeing pitfalls and conducting risk assessments;
- Taking responsibility to conclude work that no longer serves agreed priorities;

- As requested, deputising for senior staff;
- As needed, covering or arranging cover for those for whom they are responsible.

Being a Good Role Model

- Operating as a collaborative and effective team player in own peer group of managers;
- Demonstrating good personal time management including work/life balance;
- Being meticulous in reporting and accountability to own line manager;
- Being decisive and accountable for area of authority but knowing when to go higher;
- Exercising creativity and keeping abreast of emerging issues in the team, Church and society;
- Pursuing own professional development and keeping abreast of good management practice;
- Modelling agreed Shared Values.
- Paying attention to the breadth of business considered and directed by the Methodist Council and the Conference.

Ministers in the Connexional Team

Ministers appointed to the Connexional Team continue to remain accountable to the Conference for the exercise of their general vocation and serve under the same terms of service as those in Circuit appointments. Ministers in the Team are accountable to the relevant member of the Senior Management Group for the specific tasks relating to the appointment and observe the same principles of Team work as lay employees. It is important that there is clarity on the expectations in respect of an individual's ongoing duties as a presbyter or deacon; this will include how the minister fulfils duties in the Circuit in which they are stationed, attendance at synod and preaching appointments.