



Annual Individual Review **CRITERIA**

Check that you have the correct insert for Performance Review Criteria, from the following four:

- ☐ Support Services
- ☐ Lecturers
- ☐ Programme Leader
- ☒ **College Managers**
- ☐ Evening Class Lecturers

College Managers
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Service Support Criteria - For all College Managers

Criteria	Issues to consider
Managing and leading a college team	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Effectively lead their team • Motivate staff and maintain morale within their team • Provide encouragement to staff within their team • Inspire staff within their team • Communicate effectively and timeously • Gain the commitment of their team • Promote a positive culture
Managing self, relationships and work relationships within a developing role as a team leader	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Develop self to meeting the changing needs of the college • Prioritise key tasks within the department • Manage own time, and that of the team, effectively • Obtain a range of feedback on own performance • Reflect on, review and evaluate performance and development activities of the team • Set, and monitor, SMART targets • Negotiate appropriate support for the departments activities • Delegate effectively and when appropriate

Criteria	Issues to consider
Influencing, motivating and supporting team members	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Positively influence and support team members • Communicate effectively and within a reasonable time • Annually review and agree objectives with individual team members • Be a role model and mentor • Give helpful, supportive feedback and advice • Set professional standards
Preparing, implementing and monitoring college plans	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Plan effectively • Provide input to, and operate within, college planning cycles • Adhere to and promote college quality systems and procedures • Consult with relevant colleagues and external bodies • Effectively employ negotiation skills • Take a lead in being sensitive to cultural diversity • Promote key college values • Set aims, objectives and targets and gain consensus

Criteria	Issues to consider
Identifying individual development needs within the team	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Support individuals and the team to meet professional development needs • Prioritise development needs in line with team objectives • Advise on and contribute to team training and development • Promote best practice • Employ effective tools for supporting the department team • Use a range of effective methods for internal and external communication
Identifying resource requirements and using resources effectively and within budget	<p>Competent managers can:</p> <ul style="list-style-type: none"> • Identify necessary resources • Provide costings relevant to the work of the department • Use resources effectively and within budget • Set and maintain effective timetables for department activity • Make best use of space allocation • Effectively deploy available resources • Evaluate needs and plan for any necessary adjustments in working • Provide value for money • Understand and operate within a unit costing formula and the availability of w SUMs per FTE

Check that you have the correct insert for Performance Review Criteria, from the following five:

- ☐ Support Services
- ☐ Lecturers
- ☐ Programme Leader
- ☒ **College Managers**
- ☐ Evening Class Lecturers