

AUCS Inc Board – Staffing Policy 3.1

Performance Review of Centre Directors

Policy

1. Performance reviews of Directors will be held annually with the Chair and one additional member of the Board.
2. The aim of the Performance Review process is to help the Centre Directors to achieve their best, by:
 - clarifying understanding of roles and responsibilities, both of the Director and of the Board (this might include reviewing the Duty Statement)
 - identifying strengths
 - acknowledging achievements
 - identifying areas for improvement and the support required to develop skills and abilities
 - providing a sustainable workload
 - setting personal and operational objectives for the next period and identifying the support required to achieve them and the timelines for their achievement.
3. All participants will strive to keep the meeting positive, cordial and constructive.
4. A written record of the meeting will be made. The outcome of the performance review will be reported to the Board, but will remain strictly confidential to the Board and the Director. Copies of the record will be kept only by the Chair and the Director.
5. While the formal Performance Review should be annual, nothing prevents conducting a planned mid-term or more frequent review and mutually agreed as part of the process of achieving objectives for the next year.

Process

1. Centre Directors to prepare a written self-assessment against the key accountabilities and outcomes listed in the Duty Statement.
2. In undertaking the self-assessment, Centre Directors should bear in mind the following questions:
 - 1) What aspect of being Centre Director gives you the greatest satisfaction?
 - 2) What aspect of being Centre Director is most frustrating?
 - 3) What keeps you from being as effective as you would like to be in your position?
 - 4) If you had the power to change anything about your job, what would you change? Why would this be an improvement over the existing situation?
 - 5) Do you obtain the support you need from the Board?

These questions can then be discussed during the Performance Review.

[The possibility of undertaking a 360° appraisal, involving assistant directors, selected staff, and parent representatives could be discussed at the first Performance Review.]

Position Description

Title: OR	Centre Director, Adelaide Campus Childrens Centre Centre Director, Waite Campus Childrens Centre.
Reporting to:	Board of AUCS Inc.
Working relationships:	AUCS Board (the Board comprises seven members) Liaison with University campus management and service providers Liaison with Parent Advisory Group

Duty Statement

Key accountabilities:

In accord with strategic directions set by the AUCS Board, provide effective leadership and efficient management of the Adelaide Campus Childrens Centre and Waite Campus Childrens Centre. In particular:

1. Take responsibility for the care, development and education of the children in the centre
2. Select, appoint and supervise the staff of the centre and support their professional development; and oversee trainee and student placement programs
3. Establish a team approach to management
4. Be responsible for the overall administration and management of the Centre
5. Manage the financial and physical resources of the centre including preparation and monitoring of budgets
6. Develop and maintain management policies
7. Support and maintain positive community relations including relations with parents
8. Contribute to the strategic direction of AUCS
9. Ensure compliance with relevant statutory and regulatory requirements such as Assessment and Rating, Licensing, Awards, WHS, HSR.

The Centre Director is responsible to the AUCS Board for the following outcomes:

- ◇ the Centre program meets the care, education and development needs of children at the Centre
- ◇ staff are selected, deployed and managed in a fair and equitable manner and performance appraisal processes are in place and operate effectively
- ◇ staff members have the appropriate levels of skills knowledge and experience in their area of responsibility, including program development and delivery, administration and financial systems
- ◇ the physical and financial resources of the Centre are managed effectively and efficiently and in line with Centre agreements, budgeting and licensing requirements
- ◇ Board priorities for the service are achieved, and a contribution to the future development of the service is made through Board participation
- ◇ reports and other information are provided to the Board to enable it to monitor and plan the Centre's operations
- ◇ parents are involved in shaping service delivery.