

# Responsibilities of the Line Manager

performance appraisal

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training, coaching and guidance

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employee engagement (including involvement and communication)

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openness—making it easy for employees to discuss matters with their line managers

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encouraging healthy/work life balance

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recognition of an employees contribution

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communication—particularly encouraging or reinforcing alignment with church vision and values

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enabling or bringing to life HR policies and practices

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acting upon advice or guidance from HR

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controlling work flow by directing and guiding the work of others

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build a good working relationship with their staff

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build effective teams

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other:

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other:

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