

Board of Management Responsibilities for the Employment of a Manager for the D8CEC Education Centre

THE MANAGER SHALL BE APPOINTED BY THE BOARD OF MANAGEMENT FROM AMONGST ONE OR MORE PERSONS RECOMMENDED BY THE BOARD OF MANAGEMENT.

This post is central to the development of the services of D8CEC and involves management responsibility to advise and support the Board of Management on the direction of policy and operation of the services of the Centre, which promotes and maintains high standards of services for those using the facilities and services provided in the Centre, and will include the following:

- To initiate, manage and direct the implementation of the services provided by the Centre in accordance with its core values.
- To support the Board of Management in the recruitment and selection of staff for the Centre.
- To actively promote the development of all staff as effective members of the team.
- To plan, allocate and monitor individual work of the staff.
- To ensure that professional standards of work are maintained and if necessary to implement disciplinary procedures.
- To coordinate induction, and, where necessary, to implement training programmes for all staff of the Centre.
- To control the internal organisation, management, and discipline of the Centre, including the assignment of duties to all staff members.
- To submit to the Board of Management all such statements and reports affecting the organization of the Centre as the Board of Management shall see fit.
- To attend Board meetings except where the Board decides otherwise and discuss with the Board all aspects of the Board's business.

- To initiate negotiations on all contracts/employments/licenses on behalf of the Board.
- To prepare an annual budget and the annual plan.
- The Manager will be directly accountable to the Board of Management.
- The Manager will receive formal supervision and must participate in a formal appraisal scheme.