**Our values:**

 **RESPECT…**

be Respectful towards the Council, each other as colleagues as well as our community, residents, service users, stakeholders and wider partners.

**INNOVATE…**

be Innovative in everything we do and voice improvements to ensure we offer quality services

**COLLABORATE…**

act Collaboratively and ensure our successful journey of collaboration continues to ensure that we maximise opportunities to achieve success

**DELIVER…**

deliver quality services to all and strive to always deliver the best we can with the resources available

 **All managers will be expected to:**

1. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council’s timescales.
2. Manage your team in line with all the Council’s policies and procedures and ensure that employees are aware of their obligations under these.
3. Behave according to the Employees’ Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
4. Ensure that the Council’s Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
5. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team’s activities.
6. Any other duties of a similar nature related to this post that may be required from time-to-time.
7. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
8. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.