

# Roles and Responsibilities - Nominated Supervisor

## NQS 7.1.3 Roles and responsibilities

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Regulatory framework

Do you make sure employees' practice meets your Service philosophy, and review the philosophy where needed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you support employees' understanding of the National Law and Regulations eg show them how to read and understand the Regs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly refer to the NQS for guidance on how Service operations measure up ie working towards, meeting or exceeding?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly update your QIP and write in a way that shows your Service's unique strengths and practices?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Professional Interactions

Do you always comply with your Service Code of Conduct eg behave in a respectful, professional way?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure staff always comply with your Service Code of Conduct eg respect other cultures, refrain from gossip and undermining?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you share knowledge about family/community/Service activities with team members (while preserving privacy where relevant)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you give the Educational Leader and staff responsible for planning curriculum time off the floor to complete their responsibilities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you discuss with families staff changes and their role within the Service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Practice

Do you have a comprehensive, documented induction process that you implement for all employees, relief staff and volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have a feedback process to understand whether families and staff are satisfied with the induction process?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees have a clear job description?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees know who to talk to about their problems or concerns (this will be different for different issues)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees only have one direct manager?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you actively manage underperformance with warning letters, reviews, termination where necessary (make sure employees can't claim for unfair dismissal)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you clarify responsibilities where necessary eg during meetings or performance reviews?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required