



# Roles and Responsibilities Nominated Supervisor

## NQS Element 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?  Yes  No  NA

Do you support employees' understanding of the National Law and Regulations eg show them how to read and understand the Regs?  Yes  No  NA

Do you regularly refer to the NQS for guidance on how Service operations measure up ie working towards, meeting or exceeding?  Yes  No  NA

Do you regularly update your QIP and write in a way that shows your Service's unique strengths and practices?  Yes  No  NA

### Professional interactions

Do you always comply with your Service Code of Conduct eg behave in a respectful, professional way?  Yes  No  NA

Do you make sure staff always comply with your Service Code of Conduct eg respect other cultures, refrain from gossip and undermining?  Yes  No  NA

Do you share knowledge about family/community/Service activities with team members (while preserving privacy where relevant)?  Yes  No  NA

Do you give the Educational Leader and staff responsible for planning curriculum time off the floor to complete their responsibilities?  Yes  No  NA

Do you discuss with families staff changes and their role within the Service?  Yes  No  NA

### Practice

Do you have a comprehensive, documented induction process that you implement for all employees, relief staff and volunteers?  Yes  No  NA

Do you have a feedback process to understand whether families and staff are satisfied with the induction process?  Yes  No  NA

Do all employees have a clear job description?  Yes  No  NA

Do all employees know who to talk to about their problems or concerns (this will be different for different issues)?  Yes  No  NA

Do all employees only have one direct manager?  Yes  No  NA

Do you actively manage underperformance with warning letters, reviews, termination where necessary (make sure employees can't claim for unfair dismissal)?  Yes  No  NA

Do you clarify responsibilities where necessary eg during meetings or performance reviews?  Yes  No  NA



## Actions required

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