Guidelines for Management Positions at Lund University

LUND UNIVERSITY

GUIDELINES FOR MANAGEMENT POSITIONS AT LUND UNIVERSITY

The Guidelines for Management Positions are to apply to all managers at Lund University. A manager is a person with responsibility for operations, staff and budgets.

The University's Guidelines for Management Positions are based on three principles that are the same regardless of the type of management position, organisational level or organisational affiliation. The weighting of the different responsibilities may vary, but management positions always include all three. This is true regardless of how the position was filled, whether through collegial or regular management recruitment processes.

Below is a description that is to serve as support for each manager in clarifying their own management duties and identifying any potential development needs. The de-scription is also to be a starting point for local and university-wide support functions to communicate regarding the need for support initiatives for managers. The principles are based on the University's responsibility as an employer, responsibility for managing employees and responsibility for operations and achieving results.

RESPONSIBILITIES AS AN EMPLOYER

As a representative of a public authority employer, the manager is tasked with developing and applying matters related to employment that are of importance to the state and at Lund University. Having employer responsibilities means complying with relevant laws and regulations and supporting and complying with decisions taken, central or local collective agreements, policies and policy documents.

OPERATIONAL RESPONSIBILITY

The manager has operational responsibility, which means primary responsibility for operations as defined in their duties. This responsibility includes working with staff to plan, implement, follow up and continuously develop the organisation based on goals, tasks and budget.

LEADERSHIP

Leaders are to take into account the whole picture, clarify responsibilities and adapt their leadership to the needs and development of the organisation. Leaders have an inquisitive approach to their own organisation and employees. Leadership involves managing individuals and groups, delegating and recognising the potential of individuals. It also means communicating both internally and externally and creating the conditions for dialogue and support.

Download Guidelines for Management Positions at Lund University on the web page Rules and regulations on the Staff pages.

https://www.staff.lu.se/organisation-and-governance/rules-and-decisions/rules-and-regulations/staff

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