

Guidelines of the UoC for Personnel Managers

Through the way in which personnel managers work together with their employees, how they organise the working situation within the team and implement management responsibility for their area, they have a decisive influence on the motivation, performance and the successful development of their colleagues. To support personnel managers in their management and leadership tasks, the UoC has developed the guidelines. They were developed with the participation of employees from the areas of technology, administration and science. They are based on already known guidelines, strategies and rules of the UoC.

What do the guidelines say?

In the "Guidelines for Personnel Managers" expectations and objectives are set out which the management behaviour of personnel managers should be guided by.

Transparency in decision-making processes and **team-orientated and reliable behaviour** towards employees should characterise management behaviour. This also includes **respectful and non-discriminatory interaction** with one another, in which conflicts are openly named and resolved. Personnel managers are expected to ensure **healthy working structures**. The most efficient management of the area of responsibility should ensure that human resources are handled with foresight and responsibility. Openness to flexible working time models and new forms of work contribute to the employees' job satisfaction.

The management task of personnel managers includes not least the promotion of the professional **development of their employees**, for example through the delegation of responsibility, more independence and regular feedback. **Willingness to change** in order to pick up on future developments and new trends and incorporate them into their work is expected from personnel managers.

What does this mean for you?

Your work area should be managed by your manager in line with these guidelines. If you realise that this is not the case, you should first try to talk to your manager. In addition to many various contact points within the faculty and the entire university, you can also contact us if you have any questions or differences of opinion occur. Satisfied and motivated employees are also in the interests of the university as a whole.

For further reading:

Guidelines for personnel managers –
Info page:

https://pe.uni-koeln.de/leadership/tools/leitlinien/index_ger.html

Guidelines for download - long version:

https://pe.uni-koeln.de/e52879/e52880/e39983/e42482/UzK_Leadership_Guidelines_Web_GerEng_23-08_ger.pdf

Guidelines for download – compact version:

https://pe.uni-koeln.de/e52879/e52880/e39983/e49378/Leadership_Guidelines_Onepager_DE_07-23_ger.pdf

Do you have any further questions? Please feel free to talk to us!

Universitätsstraße 16 (Geb. 331), 50923 Köln
Geschäftszimmer: Fr. Breuer, Fr. Walther

0221-470-76151 (Mo-Do, 9:00-
14:00)

personalrat-wiss@uni-koeln.de
prwiss.uni-koeln.de