

CINENOVA

Margaret Trotter July 1997

In the light of the changes in staff and job descriptions I would like to put down my thoughts on paper for discussion at the next mc meeting.

Cinenova Work Culture and Practice

To appear to the public/funders/client group/users to be an efficient distributor.

In action this means maintaining an open office within office hours 10 - 6 (as far as is practical with part time posts). This should be the norm and changes in hours for special projects agreed with other workers and mc where recurrent.

- take phone calls
- return phone calls
- answer letters
- write letters
- efficiency in bookings
- fast follow up to chase money

Financially a large % of our income comes from day to day bookings and this must not be jeopardised by special projects which take up worker time and are speculative and in any case do not add a great deal to running costs.

The prospective changes in work allocation could be good for Cinenova if we get the right person to do the finance/admin role. In any case both members of staff need to be competent in the main areas of work to cover for each other when necessary.

We need to set up now monitoring points to ensure

- the mainstay of Cinenova work is being adequately covered
- the staff in their respective roles can perform and cope

We do this by

- setting work programmes
- meeting with the staff member to see if the programme is being carried out and modifying where necessary

Along side this we need to meet staff to monitor if the new job responsibilities split is working. To do this we

- set monitoring meetings now
- look at the job description with the staff and the member of staff allocates a letter to denote competence in a particular area eg a = totally familiar / b = has knowledge but could improve / c = weak or no work done in this area. The staff member and mc member set target to improve the employee in areas where a b or c appear. This could be by training or time given to the that area in the work programme etc with in a specified time.

- after a specified period the staff/mc remeet to see if the staff member is happy and competent in the role.

- this type of monitoring is for new staff / new staff roles and only need to be carried out until staff are happy with the job responsibilities and position.

I would like to see the above two types of meeting set up both to support staff individually in this period of change and to see Cinenova changes and hopefully improvements moving at a SUSTAINABLE PACE.