

Staff Performance Planning, Development and Review Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1 Purpose

1.1 Leaders Institute (LI) recognises the strategic importance of maintaining a high quality human resource and facilitates professional development support in association with the Staff Recruitment and Review Policy.

1.2 This policy forms part of the overall strategic staff development plan and is additional to statutory training in EEO, WHS and information systems and equipment upgrades.

1.3 The policy helps facilitate and check the implementation of the strategic objectives.

2 Principles:

2.1 LI recognises the needs to provide LI staff with appropriate support, time and encouragement to undertake professional development and inductions.

2.2 LI recognises that LI staff need to be provided with opportunities to develop knowledge, skills and capabilities that will ensure the achievement of strategic goals, contribute to the achievement of individual aspirations and achieve the required legislative and professional requirements.

2.3 The HR Manager and the relevant delegated supervisors identify development needs primarily through planning, development and review.

2.4 LI expects that staff will be proactive and take responsibility for their own professional development and strive to achieve their full potential.

3 Role and Responsibilities

3.1 The Institute recognises that responsibility for performance and development lies with an individual employee and their supervisor.

3.1.1 The individual employee's responsibilities are to:

- (i). develop training and development goals that meets the institute's and individuals needs in consultation with their supervisor;
- (ii). assist with workplace training and development activities which may involve coaching others through on the job training.

3.1.2 The Program Director and supervisors are responsible for:

- (i). discussing development needs with individual employees;
- (ii). influencing performance with coaching, mentoring and support;
- (iii). providing feedback on performance and potential for career development;

(iv). identify training and development needs through the performance review and development process.

4 Scope

4.1 This policy applies to all staff of LI.

4.2 The policy should be read in conjunction with the following documents:

- *Planning, Development and Review Procedures*
- *Staff Recruitment, Review and Promotion Policy*
- *Staff Recruitment, Review and Promotion Procedures*
- *Staff Grievance Policy*
- *Staff Grievance Procedures*
- *Free Intellectual Inquiry Policy*
- *Staff Professional Development Policy*
- *Staff Professional Development Procedures*

Staff Performance Planning, Development and Review Procedure

1 Context

- 1.1 LI staff and their respective supervisors will participate in the Planning, Development and Review (PDR) process.
- 1.2 The PDR process has been designed to ensure that supervisors and staff are provided with opportunities to set objectives for their own professional development and forward plan a career path through performance review.

2 Procedures

The PDR process will be:

- Positive, transparent and accountable
- Fair to all LI staff
- Flexible in resolving problems and respond to changing circumstances
- Evidence based
- Documented to include development needs and feedback against agreed objectives
- Be focussed to ensure that it improves the capabilities of staff and the Institute to help achieve respective goals and objectives.

Objective Setting

At the start of the calendar year, staff members and supervisors will meet to establish and agree on work and development objectives for the year.

If individual objective setting is to take place in an alternative window of time, approval and consultation with the Dean / relevant supervisor is required.

Goal Measurement

At the end of the year the achievement of the goals that were set out are measured and accordingly a professional development plan is prepared.

2.1 Types of Staff Development

2.1.1 Teaching, Learning and Research. Professional Development for Academic Staff will be provided through:

- (i). monthly academic meetings where updates to course units will be discussed with feedback from academic staff; all sessional staff will be paid to attend these meetings
- (ii). further study opportunities and study leave
- (iii). opportunities for information exchange with visiting academics from other countries
- (iv). encouraging and rewarding academic scholarship
- (v). supporting academic staff to participate in external professional conferences and events.

2.1.2 Managerial and Administrative Leadership This type of professional development seeks to improve supervision, resources management, administrative skills and leadership potential and includes sponsored attendance at executive training sessions in leadership and teaching and learning in higher education.

2.2 Planning for Staff Development

Staff Development planning is a consultative process between staff and their supervisor. Training and development needs are normally identified through the annual performance review process. The annual Performance Review will include the completion of a Professional Development Plan. The Academic Board will also recommend professional development opportunities for Academic Staff.

2.3 Record Keeping

The Dean has responsibility for maintaining staff development activities records of academic staff. The CEO or delegate has responsibility for maintaining records of academic staff development activities.