Development, Performance and Review Policy

Section 1 - Purpose

(1) This Policy specifies the requirements for defining, evaluating and developing the performance of staff of the University and its Controlled Entities (the University).

Background

(2) The University recognises that the achievement of the University's strategic direction depends on the performance and contribution of all staff.

(3) Development, Performance and Review (DPR) is a transparent process which encourages and develops staff to:

a. set work and development goals;
b. track progress and achievements;
c. align their work with the University's strategic direction; and
d. build the skills and capabilities to support your career aspirations.

(4) Development, Performance and Review is linked to a number of career development, reward and recognition processes, including incremental progression, remuneration (where applicable), secondment between departments, outside studies program, learning and teaching awards, internal grants and promotion.

(5) Following successful completion of the probationary period and confirmation of employment, the manager/DPR supervisor and staff member should agree on and establish DPR goals within one month.

Scope

(6) This Policy applies to all continuing and fixed-term staff employed by the University.

Section 2 - Policy

(7) The Development, Performance and Review process aims to:

a. align individual and organisational goals;
b. align the way staff work to University values;
c. ensure staff know what is expected of them in their role and how their performance will be evaluated;
d. provide opportunities to give, receive and request feedback, as well as informal coaching on performance and work-related issues;
e. facilitate development through discussing learning goals, career aspirations and establishing individual development plans; and
f. inform performance based reward and recognition structures.

(8) The key principles upon which this Policy is based are:

a. clarity with respect to roles and responsibilities;
b. recognition of staff achievements;
c. commitment to the development of staff potential;
d. fairness, transparency, equity and confidentiality;
e. effective strategic and operational planning; and
f. commitment to quality enhancement and a culture of continuous improvement which is based on review and reflective learning.

(9) The University will:

a. provide appropriate resources to support the development of staff in accordance with the University's strategic goals and Human Resources policies;
b. establish consistent performance management practices with performance planning, regular informal performance feedback and at least one (1) formal performance review each year; and
c. maintain confidentiality of performance discussions and documentation.

(10) Senior Management will:

a. develop and communicate their area's goals, priorities and performance indicators;
b. provide leadership and commitment to performance management; and
c. ensure all supervisory staff are trained and competent in performance management processes and techniques.

(11) Supervisory staff will:

a. assist staff to develop individual performance and development plans which document goals and performance expectations;
b. approve staff performance and development plans, ensuring they are aligned with strategic and operational needs;
c. manage the performance of all staff in accordance with this Policy and the Development, Performance and Review Procedure; and
d. implement consistent performance management practices with performance planning, regular informal performance feedback and at least one (1) formal performance review each year.

(12) All staff members:

a. are expected to understand how their role contributes to the achievement of the University's objectives; and
b. will participate in both ongoing self review and discussions with supervisors regarding performance goals and outcomes.

(13) Human Resources will:

a. develop and maintain this Policy and the Development, Performance and Review Procedure in consultation with the University community;
b. ensure appropriate training, systems and information on DPR is available to enable active participation in the process; and
c. monitor completion rates and undertake audit and compliance checks.

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Section 3 - Procedures

(14) Refer to the Development, Performance and Review Procedure.

Section 4 - Guidelines

(15) Nil.

Section 5 - Definitions

(16) Nil.

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Responsible Officer	David Ward Chief People Officer
Enquiries Contact	Josie Varlet Head, Capability, Culture and Inclusion

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