

Performance Reviews and Professional Development (Professional and Support Staff)

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1.0 Purpose

This policy outlines Griffith University's commitment to the ongoing performance review and the professional development of our professional and support staff.

2.0 Scope

This policy and associated procedures apply to all fixed-term and continuing professional and support staff of the University. This policy does not apply to:

- Academic employees
- Casual employees except for as specified in Section 3.6
- Non-employee workers (e.g. contractors, consultants, honorary and visiting academics, volunteers)
- Students.

3.0 Policy statement

3.1 Performance Planning and Review

- The University is committed to a culture of high performance and excellence. Effective performance planning and development within work units is a key accountability for all supervisors and employees.
- Effective performance planning and development supports the development of a positive relationship between supervisors and their staff, from which expectations, outcomes and progress are regularly discussed and feedback provided in a timely manner.
- Individual performance planning is linked to the University Strategy, Operational Objectives and plans.
- Performance planning supports positive career development and captures the professional development needs an employee needs to perform their current role and facilitates career development.

- Employees who are not performing at the required level will be provided with guidance and support to improve their performance.

3.2 Performance Planning and Review – Probation Period

Participation in the probationary process is critical to the successful commencement of a career in the University and is the beginning of the performance planning cycle for new employees.

A probationary period will apply to:

- All newly commencing employees with continuing appointments, and
- Fixed term appointments of more than six months in length.

The Probation (Professional and Support Staff) Procedure provides detailed guidance for employees and managers. This procedure does not apply to employees who are engaged on individual employment contracts or casual employment contracts.

3.3 Professional Development

The University is committed to building the capabilities and effectiveness of its employees through a range of professional development opportunities.

Employees are expected to take ownership of their professional development, which includes the development and implementation of a professional development plan as part of the Performance Planning and Review practice.

Professional development opportunities will be fit for purpose and may be:

- Formal, informal or experienced-based training
- Blended or online study
- Study towards an award or non-award qualification
- Work-related conferences, conventions, information sessions, workshops and seminars
- Secondments
- Shadowing, mentoring and coaching
- Project -specific learning opportunities
- Any other suitable activity where a performance development benefit can be identified.

A supervisor or manager may direct an employee to attend training or relevant development activity where there is an identified skill gap or where particular training/skills are a requirement of the role.

3.4 Funding for Professional Development

The University will support professional development opportunities that are within budget limits and that align to:

- The University's strategic goals
- The employee's current and potential future role with the University
- The employee's individual career development needs and aspirations.

Where specific training or continuing professional education is a requirement for maintaining a professional registration needed for the employee's role at the University, the University will not unreasonably refuse to provide time release and funding to fulfill this requirement.

The University may, at its discretion, decline to fund professional development if:

- It is not directly related to the employee's identified development requirements
- It is not directly related to the employee's current or potential future role
- It does not provide any discernible value or business benefit for the University.
- It would involve exceeding the professional development budget of the relevant business unit or area.

3.5 Professional Staff Assistance Scheme

In addition to professional development opportunities, the University supports professional support staff who wish to pursue further academic and vocational studies.

Staff wishing to undertake study and claim educational assistance must apply each year using the Professional Employee Educational Assistance Procedure for approval of a course or program of study prior to enrolment.

The following types of formal education programs are eligible for assistance under this scheme:

- Undergraduate and postgraduate programs
- Course or program of study at TAFE/VET institutions
- Commercial and advanced trade courses which are offered by accredited training institutions
- In exceptional cases, staff may be eligible for assistance in undertaking a higher degree research (HDR) program.

3.6 Induction and Onboarding

Part of establishing the basis for good performance and professional development is a positive introduction to the University and the employee's work area.

All fixed-term and continuing staff must undergo an induction process on commencement at the University. This includes, but is not limited to, the following:

- Completing all required online onboarding modules
- Learning about the University's policies and procedures
- Familiarisation with the University and organisational unit's specific plan
- Discussion of the role requirements
- Completing all role specific mandatory compliance training
- Successful completion of required onboarding should be recorded.

The Supervisor of a casual employee will identify what onboarding training is mandatory and ensure that the individual has access to the training system. Casual employee will be paid for their time to complete mandatory training modules.

The University also has area-specific inductions that new, returning or transferring employees must complete within their area.

3.7 Secondments for Professional Development

The University recognises the potential for secondments to contribute to the development of our employees, and to benefit the University as a whole.

Four types of secondment are available:

- External Secondment (Outgoing): an employee is the successful applicant for a fixed term position with an external organisation or another organisation requests the University's services, which results in an employee working for the external organisation for a defined period of time.
- External Secondment (Incoming): an employee from an external organisation is employed to work at the University for a fixed term period.
- Internal Secondment: an employee accepts a different position within the University on a temporary basis.
- Job Exchange - External Secondment (Outgoing and Incoming): a reciprocal arrangement is put in place between two employees (one from the University and one from an external organisation) to exchange jobs for a defined period.

Employees must have satisfactorily completed their probation period prior to being eligible to apply for secondment, or where probation does not apply, have been working in their current position for a minimum period of 12 months, unless otherwise negotiated.

The opportunity for a secondment or exchange or other forms of career development should be discussed by the employee with their supervisor for approval.

4.0 Roles and responsibilities

ROLE	RESPONSIBILITY
Supervisors and managers	<p>Lead effective performance planning and development.</p> <p>Oversee probationary processes for new employees.</p> <p>Ensure completion of onboarding activities and mandatory training for new employees.</p> <p>Evaluate the value and benefit of proposed professional development and ensure funding is within budget limits.</p>
All professional and support staff	<p>Actively engage in the performance planning and review process.</p> <p>Set individual goals aligned to University objectives.</p> <p>Participate in feedback sessions and work towards improvements if needed.</p> <p>Take ownership of professional development.</p>

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Career development refers to the practice the organisation provides to employee's professional growth, particularly to a new or temporary position or project within the organisation.

Professional development refers to the provision of a range of learning and development opportunities and activities to develop capabilities of staff in relation to their role and responsibilities.

6.0 Information

Title	Performance Reviews and Professional Development (Professional and Support Staff) Policy
Document number	2023/0001115
Purpose	This policy outlines Griffith University's commitment to the ongoing performance development of professional and support staff.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 4: Quality Education
Approval date	October 2023
Effective date	October 2023
Review date	2026
Policy advisor	Head of Capability and Development
Approving authority	Director, Human Resources

7.0 Related Policy Documents and Supporting Documents

Legislation	N/A
Policy	N/A
Procedures	Probation (Professional and Support Staff) Procedure

Professional Employee Educational Assistance Procedure
Remuneration, Recognition and Benefits Leave Procedure

Local Protocol	N/A
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Forms	N/A
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