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Professional Development & Review (PD&R) Policy

Category:	Human Resources
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Introduction

The University of Canterbury is only as successful as its people. People make the difference. The biggest difference happens in an environment where individuals are given the chance and support to grow, and the efforts of those individuals are aligned with each other, and with the overall vision, values and goals of the University.

The University's Professional Development and Review process aims to help staff make that difference. It does this by giving them the opportunity to discuss with their immediate managers how they can further their careers with the support of the University, and to plan future professional development needs.

Secondly, it provides an opportunity for discussion about how their efforts contribute to their work area's efforts, and to the overall efforts of the University. It also gives them an opportunity to comment on their overall working conditions, to receive feedback on their work, and to plan what learning and development input they need to do their job and to develop as individuals.

While these discussions should be occurring throughout the year in informal and semi-formal ways, a formal discussion between each staff member and their immediate manager (or delegate) must take place at least once a year.

Definitions

Manager or Immediate Manager means those employees who have responsibility for the development of other staff, including the Vice-Chancellor, Senior Management Team members, Directors, Heads of School/Department/Centre, Managers and Supervisors.

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Work Area may refer to a department, team, discipline, College/School or other situations where people are working together.

Policy Statement

This is a University-wide policy, applying to all staff.

1.1. The University expects managers to manage staff and their contribution to the University, and to share with each staff member the responsibility for his or her own development. Only then can the University ensure that positions and individual efforts are aligned with the University's overall plans and strategic direction. All new staff are expected to attend a PD&R induction workshop when they start with the University.

1.2. The Vice-Chancellor and the Senior Management Team are committed to all staff members being involved in a PD&R process. As a minimum, each staff member should have an annual discussion with his or her manager (or delegate). Managers have a responsibility to make sure this process takes place.

1.3. Each Senior Management Team member is responsible for developing and implementing Professional Development and Review within their own areas. Senior/Human Resources Advisors will assist managers with the ongoing review, revision and implementation of a process which works effectively for each unit/department. Each process will be consistent with a set of core principles. It will:

1.3.1 apply to all continuing staff (although as appropriate this process can be undertaken with longer time fixed term staff);

1.3.2 focus on:

- setting of agreed written objectives or standards for the individual, which contribute to the work area's overall direction;
- the use of continuous two-way feedback about how well these objectives and standards are being met, and how well support is being provided by the manager; ideally, issues should be managed as they arise and not left until PD&R interviews;
- individual development, and individual career development, which the University believes are shared undertakings between the organisation and the individual employee;
- sensitivity to gender, ethnicity and issues pertaining to the tangata whenua, people with disabilities and people whose first language is not English;

1.3.3 involve processes and outcomes that are transparent;

1.3.4 meet the requirements of the Privacy Act [1993];

1.4. The overall facilitation of the PD&R process is the responsibility of the Director of Human Resources. Human Resources (Central) will, in conjunction with College HR staff:

- maintain the systems;
- coordinate training and support for managers and staff involved;

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- conduct periodic audits of the PD&R process; develop and execute plans for on-going improvement and provide reports on progress of PD&R activities across UC;
- provide a core learning and development programme to address common development issues that may be raised in the PD&R process.

Related Documents and Information

- Professional Development and Review Guidelines (Staff Only)
- Professional Development and Review Forms (Staff Only)
- Plan Professional Development and Review (PD&R) (HR Toolkit)
- Agree Professional Development and Review (PD&R) (HR Toolkit)

Document History and Version Control Table		
Action	**Approval Authority**	**Action Date**
Full Review	Vice-Chancellor	April 2009
Amendments	Vice-Chancellor	February 2012
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