

PERFORMANCE MANAGEMENT SYSTEM

Policy Statement

The services provided and work undertaken by the Authority depend upon the **performance of its staff**. All staff are selected and offered employment on the basis that they aspire to the highest levels of personal performance and conduct in undertaking the work of the Authority. The Authority values its staff and expects loyalty and professionalism in return.

The Authority's **expectations** are that staff will do their job well, have unity of purpose, share the load fairly, be pleasant and just, look out for the well-being of their colleagues, exchange ideas with reason and goodwill and take pride in what is achieved.

Moreover, staff are expected to respond positively to direction, undertake all assigned tasks to the best of their abilities, work diligently and efficiently and maintain a friendly disposition with colleagues and customers.

As part of their **induction** new staff will be given information about the Authority's operations, its expectations of staff generally and the main elements of their personal role and responsibilities as part of the Authority's workteam.

The main elements of each staff members' personal role and responsibilities are set out in their **job description**. Their role and responsibilities as part of the work team are revealed and developed through advice, discussion and team meetings.

In addition all staff are expected to develop and maintain a personal **workplan** which sets out what is to be achieved in a defined period and how success will be evaluated.

Performance Enhancement

All staff will be given **on-going** encouragement and advice as to how they can improve their performance and contribution within the team.

Staff will be inducted into the team through **regular team meetings** and through these meetings gain a knowledge of the team's goals, how responsibility is shared and how members of the team work together.

In addition, each staff member will have **personal meetings** with the team leader about their role, performance, training needs and aspirations. In general, the meetings will encompass:

- a review of the staff member's role, job description, work schedule and work undertaken,
- a review of the staff member's workplan and progress made,
- recognition of what has been achieved,
- a discussion about problems which have arisen and their solution,
- the setting of performance objectives,

- an evaluation of professional development undertaken and agreement on further professional development,
- a discussion about the team member's short, medium and long term aspirations,
- a review of any relevant equal opportunity issues, and
- a discussion about the workplace environment and how it might be improved.

Personal Meetings

All staff will meet with their *supervisors* to plan and review performance. The Chairperson of the Authority and the Chief Executive Officer will be joint supervisors for the Authority's Director. College Board Chairpersons and the Director will be joint supervisors for College Managers.

Final responsibility for the performance of management of college supervisory and support staff lies with the college manager, but the college manager may utilise senior supervisors to assist in the process.

Meetings should be conducted in a friendly, non-threatening, positive environment free from interruption. The aim of both parties is to work towards the achievement of a high standard of performance.

Annual Increments

Approval to proceed to the next salary range will be subject to satisfactory performance.

Peer Support

The Authority believes that experienced colleagues have an important role to play in supporting new staff and for on-going performance development.

Performance Review Document

A planning and review document has been developed to guide discussions and outcomes at the personal meetings (see Appendix PER5.1). At the end of each meeting it is to be signed by both parties.

Documentation

Each member of staff should maintain a confidential, personal performance file containing:

- the corporate mission,
- their team's objectives,
- their job description(s), work schedule (roster) and a record of other work undertaken,
- their induction program
- their workplan,

- a record of professional development undertaken,
- acknowledgments, and
- a copy of their performance review documentation.

In addition, a confidential file of all performance review documents will be maintained by the Authority.

Review of Decisions

A Breach of Standard claim can be submitted due to an action or decision contrary to this Authority's published standard.