Executive and Professional Staff Annual Performance and Development Policy

Section 1 - Purpose and Scope

(1) The University of Queensland (UQ) is committed to recruiting, developing and retaining appropriately skilled, experienced and motivated staff who exemplify the UQ Values. At UQ, both what we deliver, and how we deliver is of central importance.

(2) UQ's performance framework translates our vision, values and strategy into actions and results and creates a clear link to team and individual contributions. The Annual Performance and Development (APD) process is a review and an assessment of performance in the preceding period, a goal-setting exercise for the coming year and an opportunity to discuss and plan career and development goals.

(3) This Policy applies to all fixed-term and continuing Executive and Professional staff who are employed for more than one year consecutively. Staff employed for less than one year will also be provided with the opportunity to participate in the APD process. Casual staff are not covered by this Policy. For the purpose of this Policy, Executive Staff are defined as all staff at Management Level 1-4 as outlined in the Human Resources Sub-Delegations Instrument.

Section 2 - Principles and Key Requirements

(4) The APD process provides an opportunity for a staff member and their Manager to:

a. review the staff member’s performance and propose objectives for the following year;
b. discuss development, career aims and advancement;
c. align individual objectives with the strategic objectives of the Organisational Unit, and workload considerations;
d. exchange effective feedback about performance;
e. clarify expectations of the staff member’s duties and performance including training needs;
f. enhance individual and organisational performance;
g. discuss UQ’s direction and any operational changes so that staff understand how their role contributes to the effectiveness and efficiency of the organisation; and
h. support UQ's equity, diversity and inclusion objectives.

(5) Each staff member will have a nominated Manager who is responsible for assessing their performance and supporting their development. Each staff member will be required to participate in one APD process each year. In circumstances where a staff member has multiple roles at UQ, one role will be identified as the primary role and the Manager of that role will be responsible for coordinating the formal APD process. Where relevant, the Manager for the primary role will liaise with other Managers to obtain feedback and input into the APD process.

(6) Staff performance will be assessed with regard to the principles of equity and performance relative to opportunity. In terms of expectations for activity and output, consideration will be given to the fraction at which a staff member is employed, periods of absence and/or personal circumstances. Where information about a staff member's personal

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circumstances is provided, that information will be treated with appropriate confidentiality.

(7) Diminished and unsatisfactory performance will be managed in accordance with the Enterprise Agreement and the relevant diminished and unsatisfactory performance policy.

(8) The whole process, from the completion of the documentation, formulation of recommendations and conduct of the APD meeting should be dealt with via an open and transparent process.

Section 3 - Roles, Responsibilities and Accountabilities

Staff Member

(9) All Executive and Professional staff members are expected to proactively engage with the APD process by preparing their documentation in Workday in advance of the conversation, updating goals as required and seeking feedback through the year. Staff members are expected to take responsibility for their future career goals and personal aspirations via discussions and planning with their Manager.

Manager

(10) Managers are responsible for proactively engaging in the APD process and ensuring that regular performance conversations, including the provision of performance feedback and recognition, occur with staff members throughout the year.

(11) All Managers should undertake relevant training with respect to performance development and assessment techniques as well as maintaining an understanding of the relevant policies, procedures and Enterprise Agreement clauses.

Manager's Manager

(12) Any concerns about the process or outcomes of the APD process can be referred to the Manager's Manager, for resolution. Where the concern is with the Manager's Manager, the matter should be escalated to the next most senior Manager.

Chief Human Resources Officer

(13) The Chief Human Resources Officer is responsible for ensuring systems are in place for delivery of performance processes, that Managers are provided with training and development opportunities in support of the APD process, and that process and timing requirements are communicated to staff.

Section 4 - Monitoring, Review and Assurance

(14) The Chief Human Resources Officer, in consultation with the Senior Executive, will be responsible for the continual monitoring of the effectiveness and application of this Policy.

Section 5 - Recording and Reporting

(15) All documentation associated with the Annual Performance and Development process will be retained within the Human Capital Management System (Workday) in the relevant staff member’s employee record.

(16) Feedback and reports to assess annual process completion rates will be produced by the Human Resources Division to assist with monitoring, review and quality assurance.

Section 6 - Appendix

Definitions

Terms	Definitions
APD process	Annual Performance and Development process.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026, or as amended or replaced.
Manager	For the purpose of this Policy, the definition of 'Manager' is equivalent to 'Supervisor' as outlined in the Enterprise Agreement.

Status and Details

Status	Current
Effective Date	15th November 2021
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Expiry Date	Not Applicable
Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division

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