

## **Liggins Professional Staff Professional Development Guidelines**

These guidelines refer to all professional staff – both Technical and Administration

The University is committed to: supporting and assisting the development of all staff to improve skills and knowledge; improving the quality of workplace performance; enhancing performance, job satisfaction and staff engagement, and encouraging retention in support of the University's mission and goals.

Professional development opportunities should ideally be related to day-to-day roles and responsibilities within the organisation and can align with new skills and knowledge, professional qualifications, future career opportunities, and health and wellbeing. The Liggins Institute encourages all staff to take shared responsibility for their own development using the wide range of resources available. The annual Evolve cycle provides a framework to plan short - medium- and long-term development with your manager.

Commitment to development must be balanced with the operational needs of the role, and all staff should gain the support of their line manager (and PI where appropriate) before enrolling or starting on a programme of training and development which will require time away from their role, particularly if funding is being sought.

The following guidelines and resources are designed to provide consistent advice for professional staff across the Institute. All guidelines follow University-wide policy and the Professional Staff Collective Agreement.

The University policy for professional staff career and professional development, and information on University run programmes, courses and development can all be found on the UoA staff intranet.

### **The role of the manager:**

All managers have a responsibility to support the professional development of their staff, and the Evolve process provides an opportunity to assist staff members to identify professional development needs and potential career paths.

### **These guidelines recognise two types of development and training:**

1. Required Skills and Knowledge: Refresh and Consolidate
2. Personal and Professional Development

#### **1. Required Skills and Knowledge: Refresh and Consolidate**

- a. All staff should take shared responsibility with their manager for ongoing refreshment of job skills, regardless of length of service. Priority should be given to competencies and other development needs identified through the Evolve process.

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- b. Skills refreshment includes relevant POD courses, health and safety training, workshops, and systems/process training.
- c. Systems and process training can often be self-driven and online. HR, Peoplesoft financials and concur all have self-help training modules that can be fitted around work priorities.
- d. All training should be approved in advance by your line manager.

## 2. Personal and Professional Development

- a. This covers development identified by the individual employee with the support of their manager / PI to increase skills, experience and qualifications in areas required and potentially required by their current role and future career.
- b. These include study towards a relevant academic qualification, professional qualifications, job rotation, formal or informal mentoring or shadowing opportunities across the University and conferences and engagement with professional bodies e.g. the Microsoft conference, ATEM, ARMS, ASPIRE, Technical training
- c. It is recognised that some development opportunities in this area may require significant investment of both money and time and this must be negotiated with the manager, taking budget and equitable allocation of resources into consideration.
- d. Staff are required to submit a proposal/application for funding.
- e. For further study, the Institute will follow the [University policy](#) regarding fees and time off

**If the identified professional development requires financial support of over \$200, then a formal application/proposal will need to be made through the line manager.**

How to apply for professional development funding

1. Discuss with your manager through the Evolve objective setting and development planning process
2. Application form/proposal form to be signed off by the line manager
3. Submit to the Institute Operations Manager, with a copy to the Research Accountant

The Institute Operations Manager, the Institute Finance Manager, Institute Director and HR Advisor will consider the application according to the following set of criteria:

- Clarity of personal benefit and alignment with agreed objective setting;
  - Alignment of the benefit to the Institutes strategic and annual plan;
  - Manager's endorsement, and
  - Past funding received in order to ensure an equitable allocation of resources
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- A response will be given to the applicant within two weeks of submission

To demonstrate commitment to any professional qualification, staff should be strongly encouraged to apply for the various professional development awards that are available at University. Information on these awards are available on the staff intranet.

These guidelines adhere to the [University policy for professional staff career and professional development](#).

These guidelines will be reviewed annually – next review March 2020.