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Purpose

This Procedure is core to the University’s Performance Framework. It outlines the process by which the University supports staff to plan and review their work in order to contribute to delivering the University’s mission.

Applicable governance instruments

Instrument	Section	Principles
People Policy	1 People recruitment, management and development	1.4
Staff Agreement 2017-2021		

Procedure

This procedure applies to all staff and aims to:

- enhance individual and group contributions towards achievement of the University’s mission, strategic plan, and goals;
- inform performance development; and
- grow relationships between people leaders and their staff.

People leaders (ie managers, supervisors, team leaders, direct line managers, and senior leaders with people management responsibilities) are responsible for ensuring that staff participate in this procedure.

This is a continuous cycle of planning, action, and review, with regular check-in conversations between a staff member and their people leader. The cycle is a critical communication activity providing staff with:

- clarity and understanding of the work they are undertaking and/or have planned.
- how their work links into the broader University mission, strategy, and goals.
- a shared understanding of performance.
- intentional flexibility, to adjust goals when priorities change and to tailor timeframes to roles, career stages, and individual circumstances.

This annual cycle has three main steps:

1. Scope the work and set and record goals and objectives:
 - Each year, the staff member and people leader will determine the scope of work for the next 12-month period as measurable goals and objectives contributing to the organisational unit’s strategic priorities/key focus areas and record them in an Individual Work Plan (IWP).

- To ensure that the work of staff also contributes towards the University’s strategic mission, the IWP must include goals and objectives which advance the strategic priorities/key focus areas of the staff member’s organisational unit.
- Goals may be associated with the continuous improvement of ongoing business as usual (BAU) activity, and/or shorter-term project goals related to the achievement of an outcome with defined start and finish points.
- IWPs should include as a minimum:
 - 3-6 measurable goals and objectives.
 - A leave plan for the period.
 - Teaching / Research / Service workload split for the period for academic staff.
 - Relevant notes e.g. amendments, including the reason/s for the amendment.
- Current IWPs will be stored/shared between staff and their people leader. It is the responsibility of the relevant people leader to ensure that each staff member has a current IWP in place.

2. Implement the Individual Work Plan:

The IWP is implemented by the staff member over the following 12 months.

3. Informal and formal review and evaluation

As a minimum, there should be an informal check-in conversation once per month and a structured review at least 6-monthly.

During check-in conversations and structured reviews, staff and people leaders will evaluate progress towards IWP goals, and the way in which the staff member works to achieve their goals.

The IWP is updated/amended as necessary to reflect the outcome of these conversations.

The People and Wellbeing team provide resources to support this annual cycle (see the University’s *Performance Framework Guide* which is available on the [People and Wellbeing website](#)).

New staff members will be made aware of the *People Performance Procedure* and the associated support mechanisms and resources as part of their onboarding.

People leaders will undergo online training in the process prior to supervising staff.

Related procedures

- Nil

Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
Version 1	Approved	Chief People Officer	Chief People Officer	11 June 2021