5.25 CAREER AND PROFESSIONAL (CAP) DEVELOPMENT AWARDS FOR HIGH PERFORMING SUPPORT STAFF

INTRODUCTION

UTS aims to develop and sustain high performance by aligning Faculty/Unit, team and individual activity and outcomes to its strategic priorities. The CAP Development Awards provide a framework for recognising and rewarding high performing support staff. They complement the existing commitment to staff development and broaden opportunities for high performing support staff in relation to their professional and career aspirations. The formal recognition and rewards will take the form of professional development opportunities, including career planning and development.

When used appropriately, the use of recognition and reward supports the development and enhancement of:

- high performing work cultures
- attraction and retention of outstanding staff
- career and professional development
- positive and constructive work environments
- ongoing learning
- collaboration
- staff satisfaction

ELIGIBILITY CRITERIA

The CAP Development Awards recognise and reward outstanding employee performance. The eligibility criteria are aligned to the University’s strategic priorities and reflect the behaviours considered critical for the University to be able to achieve its priorities. The criteria may be amended from time to time to reflect changes in the University’s strategic priorities.

To be eligible for nomination for an award staff must:

1. Be a member of the support staff group. This scheme does not apply to members of the Senior Staff Group;
2. Have had a workplan in place for the most recent workplanning cycle;
3. Have been deemed by their supervisor at their recent annual Performance and Development review to have exceeded performance expectations. For July/June review cycle the Committee will also consider evidence of outstanding commitment and/or contribution within the six months following the review cycle; and
4. In the opinion of the supervisor, have demonstrated outstanding individual performance in one or more of the following categories:
   a. Exceptional performance in a particular aspect of their work that has resulted in the creation of significant organisational value.
   b. Personal dedication and commitment to outcomes-oriented customer focus.
   c. Exceptional leadership that has resulted in enhanced group, section or departmental performance.
   d. Innovation in significantly improving operating systems, technical procedures or administrative practices, using quality principles.
   AND
   e. Make reference to one or more of the University’s Values that underpin performance (Discover, Engage, Empower, Deliver and Sustain)
NOMINATIONS PROCESS

Overview

The Vice-Chancellor will call for nominations for the Career and Professional Development Awards for high performing support staff annually in April. Nominations will be made by a staff member’s supervisor. The Dean/Director will submit a ranked shortlist of the highest calibre nominations to the Awards Committee.

Role of Supervisors

Nominations will be made using the CAP Development Awards Nominations form.

Nominations must include specific examples that illustrate how a staff member has demonstrated exceptional performance in one or more of the above categories (4a-d), AND make reference to the UTS Values that guide staff performance.

Supervisors should contact their HR Partnership Team in the Human Resources Unit for guidance about making nominations. Supervisors should seek input from their manager about nominees being considered.

In the first instance, nominations will be made in confidence without the staff member being notified.

Role of Deans and Directors

The Dean/Director is responsible for checking the validity and accuracy of the nominations. The Dean/Director may seek additional information from the nominator or other information sources which they believe are valid and helpful to this process.

The Dean/Director reviews all nominations and compiles a ranked shortlist of high calibre nominations. The shortlist is compiled by assessing the relevant merit of all the nominations, taking into consideration the individual’s role and level, and the extent to which the staff member’s achievements align with and support the faculty/unit and UTS strategic objectives. The ranked shortlist and relevant nominations forms are submitted by the Dean/Director to the Awards Committee via the Human Resources Unit. The Dean/Director writes to those shortlisted nominees congratulating them on their achievements and advising the status of their nomination.

The Dean/Director plays an important part in promoting and supporting the awards process and may be called on at times to ensure that the overall Awards process remains relevant and unbiased.

Awards Committee

Nominations for an Award will be reviewed by a committee comprising:

- Deputy Vice-Chancellor (Corporate Services) & Vice President
- One Dean
- One Director
- The Director Human Resources or nominee
- Two Support Staff Representatives

The Awards Committee will:

1. Review all shortlisted nominations submitted by the Deans/Directors.
2. May seek additional information from the Dean/Director or other information sources which they believe are valid and helpful to this process.
3. Rank nominations on the basis of relative merit in the context of the University’s current strategic priorities.

Based on the ranking process, the committee will make award recommendations to the Vice-Chancellor of those nominations that reflect a level of performance/achievement superior to the majority of other nominations. The recommendation will include the reasons for the decision.

AWARDS

Each award will consist of:

- An award certificate to be presented at a suitable occasion;
- A grant of financial support, available to the recipient/s for professional development purposes;
- An optional coaching session with a specialist in Organisation & People Development in HRU focusing on career directions and aspirations, and the range of professional development activities that might be of assistance to that staff member.

The grant will be used for professional development purposes for the award recipient and will be held in a University account rather than being paid directly to the recipient/s. The award recipient/s and their supervisor will discuss professional development options for which the grant could be used. Such activities may be aimed at preparing staff members for future roles and may include:

- Payment of course fees
- Attending conferences
- “Buying time” to spend time in other organisational areas (e.g. work-shadowing)
- Funding towards 1:1 coaching (behavioural style, career, management)

The size of each grant will be determined by the Committee. Typically they will be between $1000 and $3000. Award recipients are to utilize the grant within two (2) years.
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