

Pay Adjustment Policy

4.1 (iv)....

Procedure in relation to support and development for red circled staff

Members of staff whose role has been red-circled and who wish to receive support and development to assist them in securing a higher graded post should approach both their manager and the University's Staff Development Officer.

First stage

The Staff Development Officer will meet in the first instance with the member of staff's manager. Together, they will ascertain whether there is a gap between the competences displayed by the member of staff in their current role and those needed for a typical job at the higher grade. This will be ascertained by incorporating the manager's knowledge of the performance of the member of staff with a comparison between the job description of the current role with the grade descriptors for the next grade. The outcome of this meeting will be a list of competences, if any, the development of which the manager considers would benefit the member of staff as he/she works towards a role at the next level.

Second stage

The Staff Development Officer will then meet with the member of staff and carry out a similar enquiry with the intention of identifying what competences they would identify as needing development.

Third Stage

The member of staff, the manager and the Staff Development Officer will then meet to explore what developmental interventions might develop the competences as desired. Options might include

- inclusion of more challenging tasks in the member of staff's current role (this would not guarantee upgrading of the role)
- training provided through the University's programme of staff development courses or e-learning
- a programme of reading or self-study
- a course of study carrying an appropriate job-related qualification
- shadowing or job-swapping with a colleague
- coaching by a colleague or professional coach

Although a range of interventions will be considered, they will be selected in line with resources available through central Staff Development funding and through the local staff development budget. They will also require the approval of the member of staff's line manager.

Fourth stage

Agreed developmental outcomes will be summarised by the staff development Officer. A detailed, time related plan will be drawn up by the member of staff and his/her manager.

Human Resources