

UNIVERSITY OF ABERDEEN  
**STAFF DEVELOPMENT POLICY**

**1 STAFF DEVELOPMENT DEFINITION AND FUNCTION**

Staff development is the term used to include all activities, which are undertaken by and for staff in order to maintain, up-date and enhance their work related knowledge, skills and capabilities.

Staff development, which includes all aspects of training, is one of the elements in the enabling objectives which support the University to achieve the academic aspirations which are detailed in the Institutional Strategic Plan. The University aims to support a diverse population of high quality staff and is committed to providing all members of the University community with the opportunity to develop and enhance their careers. A key aim is to create a working environment in which staff are able to optimize their performance, commitment and contribution to the aims of the University.

It is recognised that the success of the University is dependent on the contribution of its staff at all levels and is dependent on the knowledge, skills and competence of staff to enhance the effectiveness and efficiency of both the individual and the University.

**2 THE PURPOSE AND AIMS OF THE STAFF DEVELOPMENT POLICY**

The purpose and aims of staff development and the Staff Development Policy is to link staff, their performance, development and contribution to the achievement of the University's operational and strategic objectives and its commitment to continuous improvement, efficiency, effectiveness and excellence.

**3 GUIDING PRINCIPLES**

The following principles guide the Staff Development Policy and apply to all aspects of staff development activity delivered centrally, by individual academic or professional services areas and by external consultants.

There is an institutional commitment to staff development and to creating and encouraging an environment which is favourable for development.

All employees regardless of age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation; grade or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.

All development opportunities will be conducted in accordance with the University's Equal Opportunities Policy.

The University is subject to a number of statutory regulations and consequently staff must be trained to an appropriate level for the roles which they occupy in order to perform their duties legally in the best interests of themselves, others and the University. Participation in certain aspect of staff development will therefore be mandatory. Equal opportunities training is mandatory for all staff.

Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Staff development is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.

Formal processes, induction, Annual Review and training needs analysis are used at the individual level and staff development and training planning takes place in the individual Schools and Professional Services Directorates and also at the institutional level.

Accountability for staff development and training rests with management at every level.

Staff development and training plans will be monitored, reviewed and evaluated to ensure that provision is adequate, relevant, effective and provides value for money.

#### **4 PRIORITIES FOR STAFF DEVELOPMENT AND TRAINING**

Identified strategic priorities for staff development and training, in the short to medium term are:

- Leadership and management development for staff at all levels (supervisory, middle management, senior management, Heads of School Programme, Professional Services Directors Programme, Principal Investigators development, with particular emphasis on, succession planning);
- Staff development and training for teaching and learning and to ensure that both the staff and the student experience is second to none;
- Staff development and training to support strategic ambitions in relation to research, commercialisation and public engagement;
- Support for members of staff in delivering upon the internationalisation agenda outlined in the Strategic Plan;
- Best practice in the management of people;
- Enhancing service delivery;
- Supporting and enabling members of staff to receive appropriate Continuous Professional Development in their area of expertise;
- Enhance staff skills in IT, including training to support the implementation of OneSource.

Staff development and training priorities will be reviewed on a regular basis by the Operating Board of the University Court.

#### **Training and Development Plans**

Schools and the Professional Services Directorates will be required to prepare training and development plans, which will reflect the achievement of academic and operational plans and the outcomes of the Annual Review processes for different categories of staff.

Heads of School and Directors of Professional Services will plan and manage the provision of staff development and training within their Schools and Professional Services Directorates.

#### **Training Records**

Training records for monitoring and review purposes will be maintained by Schools and the Professional Services, subject to data protection requirements.

#### **5 STAFF DEVELOPMENT PROVISION**

Staff development is provided by the following areas:-

**Centre for Academic Development** – provides support for the development of teaching, learning and research, eLearning and eAssessment.

**IT Services Training and Documentation Team** – provides a range of courses covering MS Office 2010, email, student records, Photoshop Elements, general PC use and the European Computer Driving Licence ECDL.

**Staff Development and Training Team within Human Resources** – provides support for leadership, management and personal development.

## 6 REVIEW OF THE POLICY

The Staff Development and Training Policy will be revised and up-dated every three years.

### Metadata Template

<b>Title</b>	Staff Development Policy
<b>Author / Creator</b>	Human Resources
<b>Owner</b>	Human Resources
<b>Date published / approved</b>	Approved by Court 29 September 2014 Revised July 2017 due to College restructure
<b>Version</b>	
<b>Date for Next Review</b>	The Staff Development and Training Policy will be revised and up-dated every three years. Next Review September 2017
<b>Audience</b>	All staff
<b>Related</b>	Equal Opportunities Policy
<b>Subject / Description</b>	
<b>Equality Impact Assessment</b>	
<b>Section</b>	Human Resources
<b>Theme</b>	Employment, HR
<b>Keywords</b>	CPD, competencies, appraisal, diversity, mandatory, staff development, performance, potential