Staff Development Policy

1. Policy Statement

1.1 We recognise that our staff are fundamental to our success and that a strategic, professional approach to staff development will enable us to attract and retain high-calibre staff, with appropriate skills and competencies, to deliver our strategic objectives.

1.2 Staff development refers to all policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff, at an individual, team and organisational level.

1.3 Staff development decisions will endeavour to deliver an appropriate balance between the wants and needs of both individuals and the organisation, in order to maximise potential and obtain a return on investment.

1.4 Some staff development activity, including that subject to statutory regulations, will be mandatory.

1.5 All staff development activities will be conducted with due regard to equality of opportunity. Where relevant, this will be reflected in the design, content and delivery of each activity.

2. Aims and Objectives

2.1 The main aim of the policy is to provide the staff with a framework that supports and encourages the development of all staff. This framework aims to achieve the following objectives:

- Providing staff development opportunities which are aligned with strategic direction
- Providing an appropriately organised corporate induction, undertaken at the earliest opportunity
- Developing our staff to have the required capability and competencies to fulfil their current roles and prepare them for career development

- Encouraging a proactive approach to personal and career development
- Connecting with our research strategy and enhancing the capability of staff to engage in research and scholarly activity to increase our research profile and inform teaching.

Staff Development Policy - January 2021; Next Review: December 2022

3. Identifying Training Needs

3.1   Staff development needs may be identified at any point throughout the year, and are most likely to be revealed from the following:

Management will actively support the development of the staff, managing performance, providing feedback and discussing development needs with each staff, as appropriate, and as a minimum as part of the annual appraisal process.

The development needs of new staff should be identified in relation to their roles. Similarly, the needs of staff moving to a new role internally should be discussed when taking up the new position.

4. Planning and delivering training and development activities

4.1   There is a shared responsibility for the development of our staff. Primary responsibility for planning appropriate corporate staff development rests with HR Services which is overseeing by the Academic committee at ECLB.

4.2   For this policy to be effective, it is essential that staff support the key principles of continuous professional development and display an ability and insight to manage their own professional growth in addition to undertaking mandatory and relevant training for their role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

4.3   Corporate provision of staff development activities is arranged through HR Services/Academic Committee, which will deliver support by:

➢ providing induction for new staff
➢ offering training events to meet training and development needs
➢ disseminating information on training and development opportunities
➢ maintaining accurate records of corporate training and development undertaken.
➢ providing advice and guidance about external training provision
➢ working with individuals and/or with groups
➢ evaluating staff development activities in order to assure and enhance their quality including actively seeking feedback from training events

5. Evaluation

5.1   Feedback from participants following all corporate staff development events will be regularly reviewed, as appropriate, by Academic committee.

5.2   Line managers also have a responsibility for monitoring the effectiveness of staff development through the appraisal process.

Review

6.1   This policy will be reviewed regularly in the light of relevant developments and change of circumstances.