

Kingston University Staff Development Strategy

The University Staff Development Strategy derives from Section 2 of the Staff Development Procedure.

Responsibilities for Staff Development

The University

The University will meet its commitment to staff development through provision of appropriate resources which shall be made available to all staff within the organisation.

These resources include:

- a staff development budget divided between Departments on an annual basis, and advice
- to Faculties on an appropriate level of staff development funding. Staff development
- funding should be used to meet criteria recommended by the University Staff Development Committee and agreed by the Executive. These criteria are based on the University's Strategic Plan.
- support and guidance for all staff by their line manager within Faculty/Departmental
- priorities and available resources.
- provision of development and training activities, support and guidance for all staff by the University Development and Training Section. Information is communicated on StaffSpace and the Development & Training web pages.
- provision of IT training by ICT Services and of Safety Training by the Occupational Health and Safety Section, both of whom advertise their provision separately.

Senior Managers

Senior Managers should agree with managers the allocation of resources based on criteria proposed by the University Staff Development Committee and will take into account numbers of staff, perceived needs and contingencies. These criteria will be primarily based upon current Strategic, Faculty or Departmental plans.

Senior Managers should support and guide managers in their decision making reallocation of resources at an individual or team level, appropriate choices for development of their staff and evaluating the effectiveness of staff development in their team. Senior managers will also ensure that managers can perform their function both by allowing time for them to carry out their duties as managers of staff development and by ensuring support and guidance for appropriate management development.

Managers

Managers are responsible for thinking through the staff development implications of any changes they introduce, which, like other staff development issues, should be discussed at team meetings to ensure a shared understanding.

Managers are responsible for agreeing a development plan with each individual, using arrange of learning opportunities, and discussing with individuals beforehand the purpose and potential outcomes of any development activity. They should also evaluate these outcomes and provide feedback to staff as appropriate. The criteria for seeking qualification sponsorship, both internally and externally, are shown in Appendix B.

The Individual

The individual's development should be facilitated through regular appraisals as well as interim discussions, usually with their team leader or line Manager, and will involve the formulation and updating of an individual development plan, based on a discussion of development objectives, their resourcing implications, and the nature of evaluation required. The member of staff should share responsibility with the manager for obtaining information and guidance on development activities and will circulate within the team any reports or feedback from the activity undertaken that may be of benefit to others. If they wish they may add these to their own personal portfolios.