



University of  
South Australia

# PROFESSORIAL LEAD

*Induction 2020*



AUSTRALIA'S  
UNIVERSITY OF  
ENTERPRISE



# INDUCTION OVERVIEW

Professorial Lead roles are pivotal to the successful and effective operation of our new academic structure and the quality of our programs and student experience.

The Professorial Lead Induction is aimed at supporting the new cohort of Professorial Leads to ensure they are provided with effective advice and support in key areas of governance and supervisory responsibility as defined by the Professorial Lead Statement of Responsibility;

- *The Professorial Lead works collaboratively as part of a panel of Professorial Leads within the Academic Unit, and in support of the Academic Unit executive team. Importantly, the Professorial Lead acts as a **role model** in establishing and fostering positive relationships with staff and students across the Academic Unit.*
- *The majority of Professorial Leads will have **supervisory responsibility** for a group of assigned academic staff. As part of this role, the Professorial Lead provides **mentorship and advice to direct reports to support them in the development of their academic careers**. The Professorial Lead will also hold responsibility for **performance development and management conversations**, as well as approving travel, leave, and other related expenditure for direct reports.*

The Professorial Lead induction has been split into two streams; core learning and recommended learning sessions. Everyone new to the Professorial Lead role is required to complete the core learning sessions and encouraged to choose those aspects from the recommended learning stream that are most beneficial for their individual development.

The induction activities will commence in July 2020 and conclude in September 2020. The core learnings will be delivered face-to-face and the recommended elements will utilise a range of learning methods from face to face workshops, live webinars, peer to peer sessions, videos and e-learning. Professorial Lead Induction may also be supported by the [UniSA Leadership Coaching Panel](#).

The core learning streams are:

 PROFESSORIAL LEAD OVERVIEW & INTRODUCTION	 PERFORMANCE DEVELOPMENT & MANAGEMENT	 WORKING IN PRACTICE WITH PTC BUSINESS PARTNERSHIPS	 PERFORMANCE MANAGEMENT IN ACTION
<b>CORE FOUNDATIONAL ELEMENTS</b>			

# INDUCTION ROADMAP

## RESOURCES

Resources for Professorial Leads (including related materials) will be held in a secure closed [SharePoint site](#) available to Professorial Leads and Academic Unit executive team members. To access the site, and learn more about the Professorial Lead Induction, [click here](#)

## TIMELINE

<b>JUL 2020</b>	Professorial Overview & Introduction
	Working in Practice with PTC Business Partnerships
<b>AUG 2020</b>	Performance Management Overview
<b>SEPT 2020</b>	Performance Management <i>in Action</i>
<b>OCT 2020 ONWARDS</b>	Recommended Learning Activities

## SESSION INVITATIONS

All Professorial Leads will be invited to attend activities via outlook calendar request, sent by UniSA Staff Development. Each learning event will be held twice to provide some flexibility. Any questions or concerns regarding attendance can be raised with the [Manager: Talent & Organisational Development](#).

### RECOMMENDED

1. COACHING E-LEARNING
2. COACHING FOR PERFORMANCE MANAGEMENT

### CORE

WORKING IN PRACTICE WITH PTC BUSINESS PARTNERSHIPS

### CORE

PERFORMANCE DEVELOPMENT & MANAGEMENT

### Recommended

LINKED IN LEARNING

### RECOMMENDED

1. PERFORMANCE MANAGEMENT LEGACY
2. DEVELOPING CULTURAL COMPETENCY: AN E25 ASPIRATION
3. SPONSORSHIP VS MENTORING

### CORE

PERFORMANCE MANAGEMENT *IN ACTION*

### CORE

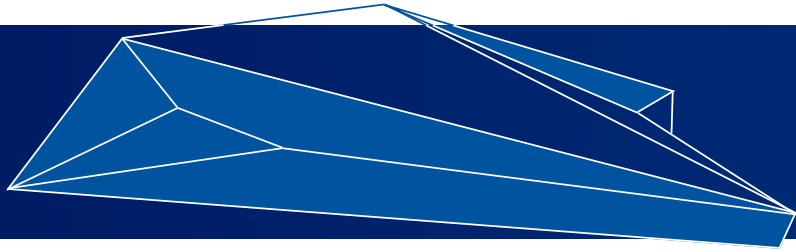
PROFESSORIAL LEAD OVERVIEW & INTRODUCTION

# CORE LEARNING ACTIVITIES

## Core: Professorial Lead Overview & Introduction

The Professorial Lead Induction will commence with **Professorial Lead introduction & overview - for all Professorial Leads**. This 3 hour session will be held face-to-face in the University's Pridham Hall with a range of internal speakers including Professor Allan Evans, Professor Marnie Hughes-Warrington and Ms Jane Booth. The agenda for this initial session is shown below. *All Professorial Leads are required to attend.*

TIME	AGENDA	PRESENTER
9:30 – 10:00am	Welcome , Introduction & Academic Leadership	Professor Allan Evans, Provost & Chief Academic Officer
10:00 - 10:30am	Research Leadership	Professor Marnie Hughes-Warrington, Deputy Vice Chancellor: Research & Enterprise
BREAK		
10:45 - 11:05am	Student and Academic Services <ul style="list-style-type: none"> <li>Academic Organisational Transformation changes to academic policy &amp; processes</li> </ul>	Mr Richard Irons, Director: Student & Academic Services
11:05 - 11:25am	Finance <ul style="list-style-type: none"> <li>Understanding systems &amp; processes</li> </ul>	Mr Peter Prest, Chief Financial Officer: Finance Unit
11:25 - 11:45am	People <ul style="list-style-type: none"> <li>An introduction to key aspects of supervision of others</li> <li>Performance Development &amp; Management</li> <li>Coaching &amp; Mentoring</li> <li>Giving and receiving feedback</li> <li>People, Talent &amp; Culture supports</li> </ul>	Ms Jane Booth, Executive Director: People, Talent & Culture
11:45 - 12:05pm	Q&A	All
12:05 - 12:20pm	Next steps	Professor Allan Evans & Ms Jane Booth
12.20 – 12.30pm	Closing comments	Professor Allan Evans



# CORE LEARNING ACTIVITIES

## **Core: Working in practice with PTC Business Partnerships**

The second element of Professorial Lead induction will be an informal discussion with your local PTC business partner. This will be arranged by the business partner and will focus on:

- Core principles and key messages
- Agreeing working arrangements
- Briefing on existing cases and concerns

These will take place in July 2020.

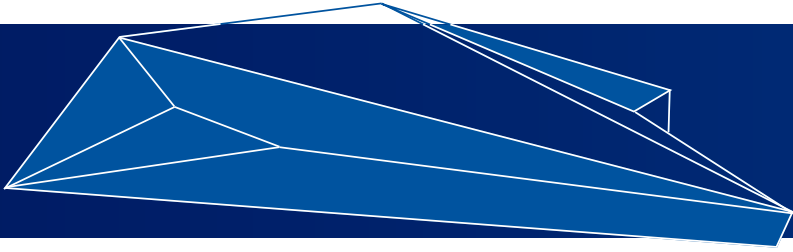
## **Core: Performance Development & Management**

The third phase, **Performance Development and Management** will be delivered by the PTC team face to face in the Bradley Forum. These will be delivered on the 24th July and the 5th August. This session will last 3 hours and will provide a deeper dive into some of the core skills and activities needed for effective performance development. This is deemed required learning for all Professorial Leads appointed. This session will include:

- The value of real performance development
- Different resources we have available
- Linking performance development to the big picture
- Understanding what team members may need from their supervisor
- How to shift from performance development to performance management

This session will be delivered by Jane Booth, Executive Director: People Talent & Culture, Alex Dickinson and Michelle Mills from the Talent & Organisational Development team and Anne Marie Edmonds, Manager: Employee Relations.





# CORE LEARNING ACTIVITIES

## *Core: Performance Management in Action*

The final section, **Performance Management in Action** will be available from September 2020. This section is designed to develop the skills and confidence to engage in performance conversations and practice communication strategies with professional actors. Skilled at creating a safe and trusting environment, the actors encourage participants to develop performance conversations based on best practice principles and practices, that are authentic for their own style and context.

This impactful learning experience will provide participants with objective feedback that will build confidence for future performance conversations.



# RECOMMENDED ACTIVITIES

## Recommended Elements



Coaching for Performance



Coaching E-Learning



Performance Management Legacy



Sponsorship vs Mentoring



Developing cultural competency: an E25 aspiration



Linked in Learning

These activities will be advertised initially to the Professorial Lead cohort but will also be open to the broader senior leadership of the University from September. All activities will be advertised via the [Talent & Organisation Development](#) website and on the Professorial Leads [SharePoint site](#). The [Leadership Coaching Panel](#) was launched on 1 June 2020 and is available to all Professorial Leads. Other activities will be communicated once all leadership development activities are scheduled and confirmed.

## Podcasts, videos & curated content

Curated and on-demand content





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