**Lifting Performance Action Plan**

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| Staff Member Details | | | | | |
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| Staff Name |  | Manager’s Name |  | **Lifting performance conversation date**: |  |
| Staff Position Title |  | Manager’s Position Title |  | Date that performance will next be reviewed: |  |

| Actions to Improve Performance | | | | |
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| Following discussion at the Lifting Performance meeting, the following is a summary of the performance area(s) that are below expectations, what the expected performance standards are and how these standards will be achieved within the allocated timeframe. | | | | |
| Performance area(s) that are below expectations  (eg Administration (including Professional and Community Engagement); OHSW&IM) | Expected standards of performance  What will it look like when done really well? | Action  How will you do it? | Support  What support is required to lift  your performance? | Timeframe  When is it going to be done by? |
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| Acknowledgement of Lifting Performance Action Plan | | | |
| This Action Plan is not a formal Performance Improvement Plan. It has been developed to detail area(s) of performance that is/are not meeting expectations identified as part of Stage One: Lifting Performance. | | | |
| Staff Member’s Signature\* |  | Manager’s Signature |  |
| Staff Member’s Name |  | Manager’s Name |  |
| Date |  | Date |  |
| **\*** If a staff member refuses to sign the Action Plan, the manager is to notate this on the Action Plan and seek further advice from their local HR team. Where appropriate, the local HR team may seek advice from the HR Unit. | | | |

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| Responsibilities | Rights |
| Staff are responsible for:   * understanding how their role contributes to the achievement of the University’s outcomes; * actively engaging in the PDM process and sharing responsibility for developing their own Lifting Performance Action Plan; * negotiating an objective approach for tracking their performance against agreed outcomes and reviewing their achievement of their performance outcomes; * exploring and participating in personal growth and development opportunities; and * actively engaging in the resolution of grievances that may result from the PDM process. | Staff have the right to:   * have any concerns about their performance be based on a valid reason(s) and be provided with examples of these performance concerns; * be advised of all the allegations of performance concerns and provided with an opportunity to respond; and * be given an opportunity to state any mitigating circumstances and that any mitigating circumstances be taken into consideration by the manager before any action is taken. |
| Managers are responsible for:   * developing and communicating their work area’s goals, priorities and performance indicators to staff; * actively engaging in the PDM process and sharing responsibility for developing staff Lifting Performance Action Plan; * providing staff with regular feedback about their performance (both informal and formal); * ensuring they themselves are appropriately trained and skilled to guide the performance of their staff; * taking appropriate, positive and timely action where performance does not meet agreed expectations; * ensuring that resources are available to support identified staff development needs; and * actively engaging in the resolution of grievances that may result from the PDM process. | |