

## **Staff Development Policy Statement**

The University recognises the importance and value of staff development and training as a means of fulfilling its mission and achieving its strategic objectives and it is committed to the support and promotion of relevant development and training for all categories of staff.

1. It will develop and support a Staff Development Strategy with associated policies, procedures and practices which are designed to develop the knowledge, skills and performance of staff in order to maximise the effectiveness and efficiency of both the individual and the University.
2. Responsibility for staff development and training is three fold:
  - (i) Through centrally-resourced activities, advice and support;
  - (ii) As a direct line management responsibility for each Head of Department or Section
  - (iii) As an individual responsibility
3. The Staff Development Committee will:
  - (i) Develop and promote a staff development strategy and policies for the training and development of all categories of staff;
  - (ii) Monitor the operation and effectiveness of the strategy and policies;
  - (iii) Maintain an overview of external developments and their relevance to AU's training and development needs;
  - (iv) Produce an annual Staff Development plan with priorities and targets
4. Each Head of Department or Section:
  - (i) Has a managerial responsibility to put in place a staff development policy and operating plan which is linked to the aims and objectives of the University, Department or Section and which will enable staff to develop their potential, performance and effectiveness in relation to those aims and objectives.
  - (ii) Should actively encourage and support their staff to take advantage of centrally resourced, and, where relevant, externally provided training and development opportunities. They should also promote and support development and training opportunities at the Department/Section level. These might include, for example, research leave, seminars, conferences, secondments, technical skills updating, peer advice, joint research, mentoring, rotation of specific duties etc.
  - (iii) Should inform CDSAP of any significant staff development activities or events
5. Individual members of staff are expected to share responsibility for their own training and development by actively engaging with the training and development opportunities provided or recommended by the University. For some categories of staff this will involve the need to engage with Continuing Professional Development activities throughout their career.