

PERFORMANCE AND DEVELOPMENT PLANNING POLICY

Section	People & Organisational Development
Contact	People & Organisational Development
Last Review	October 2015
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Purpose:

To provide a performance and development planning process that aims:

- To help individual staff members to review and improve the performance of their duties and to identify career and professional development opportunities; and
- To align individual performance contributions to the overall goals and objectives of the University; and
- To provide managers and staff members with a clear understanding of the objectives that have been agreed for the following year; and
- To ensure appropriate development, training and/or support is provided to assist continuous improvement.

Policy:

All Massey University staff members employed for more than 12 months duration are required to fully participate in the Performance and Development Planning cycle, as set out in the Performance and Development Planning and Review Procedures. Annual participation in the process is compulsory and the mutual responsibility of the manager and staff member. Managers have a responsibility to schedule and facilitate meaningful conversations about performance and development, with staff that report to them.

To support the PDP process, managers will annually report the number and percentage of PDP's completed to their relevant Senior Leadership Team (SLT) member.

Audience:

- All University Managers and Supervisors
- All University staff who have an employment agreement of 12 months or more duration.

Relevant legislation:

State Sector Act 1988
Employment Relations Act 2000

Legal compliance:

Refer Section 5.1 of the Massey University Collective Employment Agreement (MUCEA) and Section 5.1 of the Massey University Individual Employment Agreement (MUIEA)

Related procedures / documents:

[Performance and Development Planning and Review Procedures](#)
[The Massey University Collective and Individual Employment Agreements](#)
[Manager and Staff Development Policy](#)

Document Management Control:

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