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This document explains the Performance Review and Development Plan (PRDP) that applies in respect to the Employees of Murdoch Childrens Research Institute **(MCRI,"The Institute")** and all its subsidiary organisations.

Summary

1.1 This policy is mandatory and applies to full time and part time employees, including Honorary Fellow - Group Leaders and Honorary Fellow Managers.

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Introduction

2.1 The purpose of the Performance Review and Development Plan (PRDP) is to create a planning and review cycle that supports staff to reach their full career potential and to achieve their work goals through:

- Providing opportunities to develop through professional activities;
- Regular, meaningful performance conversations with their Line Manager and a process of giving and receiving constructive feedback; and
- Clearly identifiable and documented performance development plans that create an awareness of the staff member's contribution toward MCRI's goals.

2.2 There are separate procedures for reviewing and investigating in both an informal and a formal manner unsatisfactory performance and misconduct and these procedures are described in the MCRI Performance Improvement & Unacceptable Behaviour Policy & Procedure.

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Roles and Responsibilities

ROLE	RESPONSIBILITY
Individual	• To participate by completing the performance review & development plan and proactively seek feedback on performance & development from a broad range of people to ensure learning and professional development • To complete a draft version of your performance & development plan and submit this to manager in advance • To take on board and action feedback provided in relation to performance & development

Line Manager	• To set up performance review and development plan meetings & ensure performance & development objectives are in place, being measured & regularly reviewed • To manage all individual performance & ensure 'good' performance is recognised & managed & performance issues are dealt with immediately & not left until a formal performance review cycle is scheduled • To manage the entire Talent Pool - ensure Development Plans/Performance Improvement Plans (PIP) are being managed • To upload staff member's performance & development plans to i-manage via the "General Notes" function
Peer Review	• Staff can identify those people who they have worked with during the performance year that can provide valuable insights into their performance & development. • The staff member should approach that person to ask if they will contribute. This form can be sent to the reviewer to complete. • The Peer Development Review will need to be returned to the staff member prior to their Performance Review and Development meeting with their Line Manager.
Human Resources	• Provide policy, process & education to Line Managers in relation to all elements of the performance review & development plan • To provide information on legislation as appropriate • To ensure the process is fair, does not discriminate and its application is transparent and consistent • To support Line Managers in having performance related conversations - coaching/attendance at meetings where necessary • Monitor process compliance, support process improvements and policy changes

Research Support & Operations - Other	• Populate quantitative data collection (data collected for Performance Evaluation Criteria) in performance templates for Theme Directors, Associate Directors and Group Leaders • For all other levels in organisation below Group Leader and VCGS/C&SS, individuals will be responsible for completion of their own performance indicators

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Performance Review & Development Plan Policy

4.1 The performance review and development plan process will operate at the same time of year for all staff, regardless of date of employment and will run from Janaury to December, with the performance review & development conversations commencing in September each year. Line Managers and staff have until the end of December each year to complete and submit their plans.

4.2 For all staff covered by EBA's salary increases will continue to be paid as agreed. Awarding of Increments (outside the UOM standard salary increases) will be considered as part of the performance review & development process, annually and at the same time each year. Increments are discretionary, not an entitlement and will be awarded based on performance.

4.3 For casual staff members the line manager should determine whether it is appropriate for the staff member to participate in the performance & development review process, based on the number of hours and duration of employment.

4.3.1 For staff members who hold joint appointments we would encourage campus partners to participate in MCRI's performance review and development process.

4.3.2 Unpaid staff, other than Honorary Fellow - Group Leaders and Honorary Fellow Managers are excluded from conducting a performance review and development plan.

4.4 Annual performance review & development discussion guidelines should be used to conduct the formal performance review and development process. Where additional information is required, staff should consult with Human Resources.

4.5 Procedural Fairness

4.5.1 In conducting the performance review and development plan, consultation with staff and the preparation of all documentation associated with this process, staff must adhere to procedural fairness at all times. These principles include:

- Each party’s right to be heard and treated fairly; and
- Either party is permitted to request the attendance of an HR representative at any meetings. The role of the HR representative is to assist the parties in discussions about performance and development and to clarify information about the performance and development review process where and when required.

4.6 Poor performance and/or conduct

4.6.1 An allegation of poor performance and/or conduct against an Employee should be dealt with in a separate forum to the performance & development review process unless it is appropriate to raise such issues with a view to developing a Performance Improvement Plan (PIP), for example, as part of the employee's future performance going forward. Where appropriate, reference may be made to previous instances of poor performance and/or conduct which have been addressed via the MCRI Performance Improvement & Unacceptable Behaviour Policy & Procedure for further information about the PIP process, please contact Human Resources.

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Performance Review and Development Plan Overview

5.1 Absence from Employment

5.1.1 Staff who are absent on leave, e.g. parental leave, sick leave, leave without pay, long service leave etc, at the time their individual performance review and development plan is due will undertake the review upon their return if their leave is for a period of less than six months. Staff who are on leave for a period longer than six months will not be required to undertake their performance review and development plan in that year.

5.2 Performance Review and Development Plan Format and Process

5.2.1 One standard performance review and development plan template has been established for all staff.

5.2.3 Managers of staff members on very short term e.g. up to 3 month contracts, may choose not to undertake the full performance review and development process, the onus is on the Line Manager to make this decision.

5.2.4 The staff member may request a Peer to complete the Peer Review document so as to provide further feedback regarding their performance and potential development areas.

5.3 Mid-year Check-in

5.3.1 the Mid-Year Check-in is optional and should be undertaken in June / July each year. It provdies an opportunity to revisit the goals you set for the beginning of the new performance year. It is an opportunity to re-assess priorities of the team or project and make any adjustments to goals and target dates as required.

5.4 Confidentiality, Reporting & Professional Development

5.4.1 Confidentiality must be maintained at each stage of the performance review and development plan process and only necessary personnel should be involved. The discussion between the staff member and their Line Manager should be totally confidential unless the staff member agrees otherwise.

5.4.2 Completed performance review and development plans will remain confidential to the staff member, the Line Manager and Human Resources (HR). In situations where there is a change in line manager, the previous year's completed form and record of the review meeting should be passed on to the new line manager. Where an staff member specifically objects to their form and/or record of meeting being passed on to a new line manager, the staff member will need to provide satisfactory reasons to

Human Resources and Head of Research Group/work area, who will jointly determine the matter and appropriateness of such action. The decision of Human Resources in this instance is final.

5.4.3 The Line Manager may inform the Head of a Research Group/work area that the performance reviews have been completed and report on matters in general terms, such as the staff member's development needs, leave plans, resources implications and policy matters.

5.4.4 It is the responsibility of each Theme Director, Head of Research Group/Work Area and the Line Manager to coordinate the professional development needs of direct reports which may arise from the reviews.

5.5 Grievance and Appeal Process

5.5.1 A staff member who is dissatisfied with the outcome of their performance review and development plan, whose appointment is not confirmed or whose application for promotion is not successful after a performance & development review and who feels a reasonable and objective decision was not made by the line manager, may refer to the MCRI Staff Grievance Policy & Procedure.

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Related Policies

Performance Improvement & Unacceptable Behaviour Policy & Procedure

Staff Grievance Policy and Procedure

Probationary Period of Employment & Procedure

The current, official version of this Policy and associated Procedures is maintained on this Policies and Procedures database. Printing this Policy or transferring it into another electronic format will result in the document being an uncontrolled copy which might not be current. Please refer any feedback to the Policy Owner via the link below:

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