



Objective	
Objective title <i>(provide short title)</i>	Demonstrate leadership in the My Contribution process and activities
Objective type <i>(tick appropriate box)</i>	<input checked="" type="checkbox"/> Individual Objective <input type="checkbox"/> Team Objective <input type="checkbox"/> Personal Development Objective
Attachment date <i>(date you start the objective)</i>	01/09/21
Description <i>(Outline your SMART objective here, align to dept. plan / strategy)</i>	<p>Demonstrate leadership in driving the My Contribution process by completing own and teams' Objective Setting, Mid-Year and End of Year activities with the aim of achieving a 90% completion rate of eligible staff in your area.</p> <p>This includes the following key activities:</p> <ul style="list-style-type: none"> • Carry out Objective Setting, Mid-Year and End of Year conversations with your teams • Provide feedback, coaching, support and direction (e.g., effectively communicating local plans) as part of those conversations with the aim to develop positive engagement in the MYC process and its activities • Complete all activities in HR Connect required for Objective Setting, Mid-Year and End of Year for you and your teams • Ensure newly appointed staff attend the MYC virtual workshops in the first 2 months of joining to understand the purpose of MYC, the benefits and the process (this includes staff promoted into a line manager role) <p>This can be measured by:</p> <ul style="list-style-type: none"> • Evidence of MYC activities completed in system (90% completion) • Evidence of all new colleagues attending MYC training during first 2 months of employment (training stats) • Evidence of identifying and implementing at least 1 improvement / action which positively impacts engagement into the MYC process and enhances the quality of written objectives by your department (e.g. measured by achieving at least a 5% increase in the yearly MYC audit report score)
Additional information <i>(Outline support required and supporting info)</i>	
Target completion date	DD/MM/YY
Priority	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High



Objective	
Objective title <i>(provide short title)</i>	Improve the staff experience in your team / area
Objective type <i>(tick appropriate box)</i>	<input checked="" type="checkbox"/> Individual Objective <input type="checkbox"/> Team Objective <input type="checkbox"/> Personal Development Objective
Attachment date <i>(date you start the objective)</i>	DD/MM/YY
Description <i>(Outline your SMART objective here, align to dept. plan / strategy)</i>	<p>Deliver an excellent and consistent staff experience through analysis of the key experience drivers in your area and developing plans to improve and maintain an excellent staff experience (improve by XX %)</p> <p>This includes the following activities:</p> <ul style="list-style-type: none"> • Identify the key experience drivers for your area through staff survey feedback and other local feedback mechanisms • Develop a plan to address any issues or opportunities identified • Provide regular updates on progress against actions for peers and key stakeholders • Share best practice with peers / SLT colleagues • Take action to encourage completion of staff surveys <p>Measurement</p> <ul style="list-style-type: none"> • Quantitative output showing year on year improvement in engagement scores through the all-staff survey • Qualitative output from staff surveys and other local forums • Evidence of sharing improvement ideas with other Schools/ services • Staff survey response rate of at least 60% in your area
Additional information <i>(Outline support required and supporting info)</i>	
Target completion date	DD/MM/YY
Priority	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High



Objective	
Objective title <i>(provide short title)</i>	Support staff wellbeing in your team / area
Objective type <i>(tick appropriate box)</i>	<input checked="" type="checkbox"/> Individual Objective <input type="checkbox"/> Team Objective <input type="checkbox"/> Personal Development Objective
Attachment date <i>(date you start the objective)</i>	DD/MM/YY
Description <i>(Outline your SMART objective here, align to dept. plan / strategy)</i>	<p>Demonstrate supporting staff wellbeing. This can be done by:</p> <ul style="list-style-type: none"> • Undertaking regular wellbeing conversations with each member of my team to encourage open dialogue • Using effective open coaching questions to gain understanding of a colleague's mental state and overall well being • Promoting all mental health related resources and tools available to direct and indirect colleagues, where appropriate • Engaging in and actively support well-being initiatives launched across the university <p>Success measures:</p> <ul style="list-style-type: none"> • Evidence of (bi) monthly 1-1 meetings with team members • Evidence of supporting wellbeing initiatives, either through attending / participating in health & wellbeing events • Evidence of active involvement of team in health & wellbeing events . activities <p>The importance of health and wellbeing is addressed under point 6 (University top priorities for 2021-22) and line managers play a major role in supporting the health and wellbeing for their teams</p>
Additional information <i>(Outline support required and supporting info)</i>	Support required from <ul style="list-style-type: none"> • the Health & Wellbeing team to provide resources and options to support and enhance health & well being • HR services, when dealing with potential challenges related to personal and / or team wellbeing.
Target completion date	DD/MM/YY Ongoing
Priority	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High