**Example Objectives**

**Academic Staff – Learning and Teaching**

**To deliver an excellent personalised student experience**

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| **School or Professional Service Department Goal** |
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| **What are you going to achieve and why?** |
| Develop and implement new full and part-time quantity surveying honours degree programmes which incorporate an industrial work placement in the third year to enhance industrial links. |
| **How are you going to measure your success?** |
| New programme structure and modules finalised and approved. Deliverable material must be available in link with the University’s timetabling process. Target of 30 students intake for year 1, to increase 5% year on year to a max of 60 with an 80% Module Rating  |
| **How long should this take? Set a completion date (DD/MM/YYYY).** |
| September 2019 |
| **What support will you need?** |
| Additional time for re-writing modules and combining existing modules along with enhances computer facilities e.g. laptop for working off-campus |

**To deliver an excellent personalised student experience**

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| **School or Professional Service Department Goal** |
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| **What are you going to achieve and why?** |
| Lead the creation of a module handbook that provides guidance to first year student on the module content and learning outcomes and assessments, and a week-to-week study guide. This will aim to engage students from different programmes on the relevance of microbiology to their study programme and to the real world. |
| **How are you going to measure your success?** |
| Complete and disseminate the handbook to new students in time for launching the module in 2019. Sign off by peers on content and student feedback at 80% satisfaction |
| **How long should this take? Set a completion date (DD/MM/YYYY)** |
| 09/09/2019 |
| **What support will you need?** |
| Support of Applied Microbiology route leader, year 1 programme lead, microbiology colleagues, learning advisors, library support, school contact for DLTE. |

**Internationalise our work**

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| **School or Professional Service Department Goal** |
| Continue to grow TNE partnerships (working closely with Myanmar partners) and develop a minimum on one new TNE programme. |
| **What are you going to achieve and why?** |
| Redevelop and deliver blended learning material for UK and Myanmar CTR10129 Railway Engineering module by end TRI1 2017/18. New Moodle material is required as Myanmar students will be distance learning. Revised curriculum to update material with internal focus. Revised lesson plans for short teaching in Myanmar. Module Satisfaction for first year at 75%+ |
| **How are you going to measure your success?** |
| 90% of Student participation in Moodle site through analytics.End of trimester reflective commentary/student surveys and feedback from local Myanmar staff. |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| 11/12/2019 |
| **What support will you need?** |
| Time allocation in WAM.Co-operation of Myanmar teaching staff. |

**Learning and Teaching**

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| **School or Professional Service Department Goal** |
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| **What are you going to achieve and why?** |
| Work with colleagues in information services to develop and introduce a more efficient academic-led approach across the University to update information about the University’s modules (changes to module descriptors). |
| **How are you going to measure your success?** |
| Two stage approach:1. Ensure there is a consistent approach for proposing changes to modules and ensuring that expectations are met regarding data collected on modules. Success will be measured by ensuring that clear guidance is provided in the Quality framework and that colleagues in schools are adhering to this guidance.
2. Work in partnership with IS to develop an online process for capturing module information and changes. Ensure that the process enables all core quality information to be gathered for approval and review. Success will be measured by the launch of the online module descriptor University wide.
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| **How long should this take? Set a completion date (DD/MM/YYYY).** |
| 01/03/2019 |
| **What support will you need?** |
| Close liaison with colleagues in IS, academic school and school support service.Potential financial/resource constraints which may impact on 2nd stage of project. |

**Learning and Teaching**

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| **School or Professional Service Department Goal** |
| To deliver an excellent student experience |
| **What are you going to achieve and why?** |
| To continue to develop the BSc in Policing and Criminology. Although it has successfully passed the quality processes, there is an ongoing requirement for administrative and developmental work. |
| **How are you going to measure your success?** |
| Successful delivery of the Policing and Criminology degree, with the necessary administrative tasks in place by the start of the programme in September 2019. Module ratting by students of 80% |
| **How long should this take? Set a completion date (DD/MM/YYYY).** |
| 31/07/2019 |
| **What support will you need?** |
| Line management support for the BSc Policing and Criminology degree and ongoing discussions around workloads as my workload will increase significantly and has to be balanced with my research and funding goals. |

**Learning and Teaching**

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| **School or Professional Service Department Goal** |
| To deliver an excellent student experience |
| **What are you going to achieve and why?** |
| To gain HEA membership, as role requirement for teaching |
| **How are you going to measure your success?** |
| Gaining membership within 6 months of applying for membership, attendance at the network and support events, feedback on process, student feedback on new teaching methods and approaches |
| **How long should this take? Set a completion date (DD/MM/YYYY).** |
| 31/07/2019 |
| **What support will you need?** |
| Line management support, DLTE guidance and mentoring, time to compile evidence, student feedback |

**Academic Staff - Research**

**To grow our academic reputation**

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| **School or Professional Service Department Goal** |
| Growing research impact |
| **What are you going to achieve and why?** |
| Research impact: to further develop the Kenyan carbon management work expanding impact to thousands more people and 100s more hectares of mangrove, by starting a new project, Vanga Blue Forest, based on the principle developed over the past ten years at Gazi, whilst still supporting and managing Mikoko project. |
| **How are you going to measure your success?** |
| This work will involve submitting a Project Design Document and Technical Specification and Plan Vivo, before November 2018 to be reviewed and approved arranging an independent auditor visit by February 2019 and aiming to have full accreditation by June 2019 |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| 30/06/2019 |
| **What support will you need?** |
| Dedicated time – around 2 hours per week along with march funding if possible to support site visit. |

**Research**

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| **School or Professional Service Department Goal** |
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| **What are you going to achieve and why?** |
| Enhance TRI image and contribute positively to the REF |
| **How are you going to measure your success?** |
| Increase Number of publications in international journals by 5%Number of successful PhD completions increase by 5% year on year Number of research projects increase by 5%Academic and professional affiliation- stakeholder feedback |
| **How long should this take? Set a completion date (DD/MM/YYYY).** |
| Two journal articles by September 2019 with at least first one authored and at least one is a 4\* article.1 PhD completion by January 2019.1 new research project by August 2019 – should aim for a research council fundingGet a fellow membership in ICE by August 2019 |
| **What support you will need?** |
| Recognition, support and time allowance. |

**Professional and Administrative Staff**

**To build innovation, enterprise and citizenship**

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| **School or Professional Service Department Goal** |
| The staff development conference for XXXX (specify school/department) is held annually. The department objective is for its successful planning, organisation and completion. |
| **What are you going to achieve and why?** |
| To effectively and efficiently take the lead on organising the logistics for the annual Staff Development Conference and by achieving a score of 4 out of 5 on average from customers on the feedback from under ‘effective organisation of the event’. |
| **How are you going to measure your success in this?** |
| Achieving average scores of 4 out of 5 from attendees on levels of satisfaction on organisation of the event – this feedback will be gathered post event via an online form. Feedback from colleagues on how I have worked with them throughout the planning and design process – I will ask them for this after the event. |
| **What support do you need to achieve this Objective?** |
| Support from project team formed to organise the event – this will be agreed at the start of the process. |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| Completed for end of conference scheduled for (DD/MM/YYYY). |

**People**

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| **School or Professional Service Department Goal** |
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| **What are you going to do and why?** |
| Implement a personalised academic induction that integrates with wider University induction processes for new academic staff: All staff will be contacted to arrange an individual meeting in relation to learning and teaching. The objective of the meeting will be to:* Explore the academic’s background and experience
* Inform our new colleague of key University strategies and projects co-ordinated by DLTE.
* Establish which teaching and learning CPD scheme is more suitable.
* Find out what CPD the new colleague would wish to undertake and subsequently whether to signpost current provision or investigate the request to determine if there is a wider need.
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| **How are you going to measure your success?** |
| Track number of academic who have been contacted and DLTE have engaged with each month.Feedback from new academic (requested by DLTE). |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| Six monthly review to indicate sustainability and applicability of the system. |
| **What support will you need?** |
| List of new academics employed each month.New starts’ time – 90 minutes (including travel). |

**Finance**

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| **School or Professional Service Department Goal** |
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| **What are you going to achieve and why?** |
| Lead local school development, interpretation and use of high quality management information (in liaison with other services) to inform and support key decision making within the schools (e.g. in supporting the planning round, portfolio review, NSS actions, financial management and business planning). |
| **How are you going to measure your success?** |
| Working closely with colleagues in finance to ensure the new Business Partner role is fully embedded into the schools by September 2019, meeting the needs of the schools and their plans. Monitor monthly management reports on behalf of the Dean to ensure a final year position +/- 2% of Q2 forecasted position. Working closely with colleagues in planning and business intelligence to complete planning activities on behalf of the Dean e.g. student target setting, portfolio review, schools plans and budget preparations. |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| 31/07/2019 |
| **What support will you need?** |
| These can be achieved with support and input from colleagues in finance and planning and business intelligence. |

**Property & Facilities**

**Environment/Estates**

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| **School of Professional Service Department Goal** |
| You are welcoming and friendly towards our customers. This makes a good impression and is remembered by customers. |
| **What are you going to achieve and why?** |
| Look at how we can improve Customer Service – greet each customer with consistent, polite and happy manner. Make the customer feel special and go the extra mile. |
| **How are you going to measure your success?** |
| Feedback from customers, other staff members, my manager and senior management – gathered via observation and ad-hoc. |
| **How long should this take? Set a completion date (DD/MM/YYYY):** |
| This will be reviewed regularly at one to one meetings. |
| **What support will you need?** |
| You will be supported through this by being reminded of values and behaviours. |

**Environment/Estates**

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| **School or Professional Service Department Goal** |
| You will provide a professional portering and logistics service to our facilities. First impressions count and your work assists the University to achieve its objectives by being a well presented and professional institution to visit, study at and work in. |
| **What are you going to achieve and why?** |
| Work within the parameters of our values and behaviours for the University and our Professional Service Standards:* What the University expects: Professional, Innovative, Ambitious and Inclusive
* What that means in how we interact with others: with respect and integrity
* What that results in: people who are proud, confident, challenged and supported

Work with your colleagues to ensure that the team as a whole communicate and behaviour in a professional, innovative ambitious and inclusive.* Think about what you are doing and how it impacts others
* Think about your comments and conversations with and about colleagues
* Think about where you are having conversations e.g. in front of customer/in earshot of other staff and customers
* Pay attention to other colleagues’ feelings.
* Think positively – instead of thinking that any task is negative, look at it from a different angle.
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| **How are you going to measure your success?** |
| This will be measured by consistent and positive feedback from management, customers and colleagues |
| **How long should thing take? Set a completion date (DD/MM/YYYY):** |
| Ongoing and reviewed regularly at one to one meetings. |
| **What support will you need?** |
| Complete values and behaviours training. |