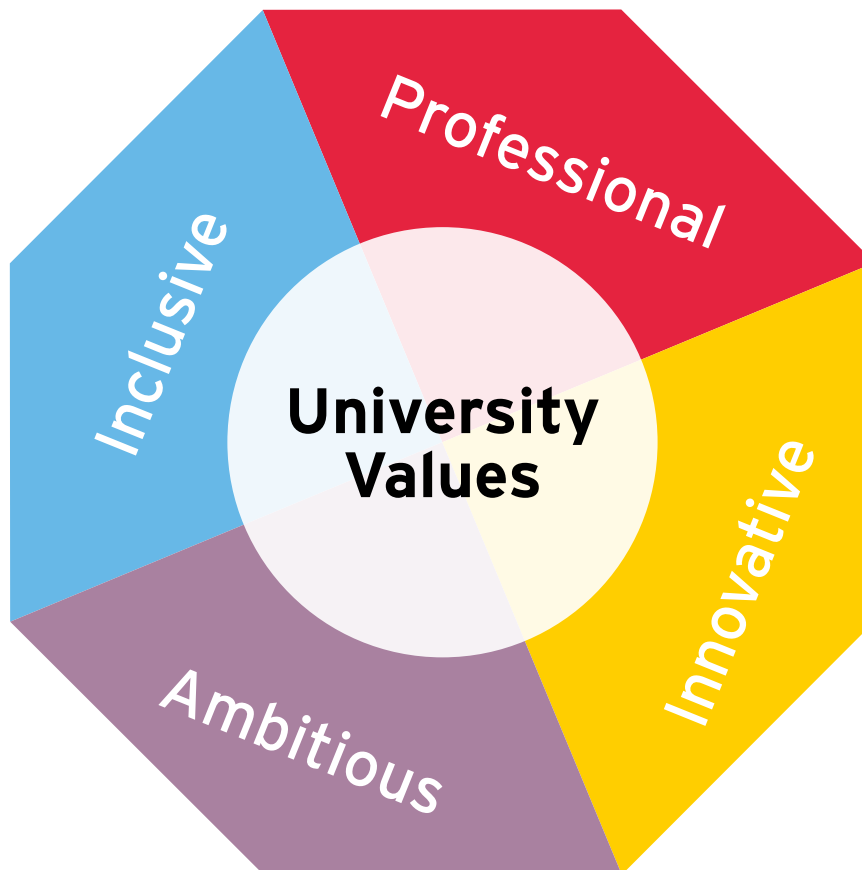# Edinburgh Napier
UNIVERSITY

Values and Behaviours

Edinburgh Napier University Values

**At Edinburgh Napier University,
people are at the heart of all that we do.**

Those people are our students, our colleagues and our external partners. There are key principles that drive all that we do with whomever we are working.

These are:

- We will be recognised as a University which is **professional, ambitious, innovative** and **inclusive**

- In dealing with others, we will act with **respect** and **integrity**

- We will create an environment in which everyone involved with the university feels **proud, confident, challenged** and **supported**

Professional behaviours that support our values

Excellence results not just from what people do but also how they do it. The behaviours listed below distinguish effective performance that underpins our values. The behaviours in the framework have been created by considering input and feedback from Edinburgh Napier University staff. The aim is that these behaviours are consistently demonstrated in our teaching, research, service and commercial practices.

It does not assume that these are the only effective behaviours linked to our values.

*This document is for use by all staff.*

The intention is that you can use the framework to

- identify the behaviours that are relevant to your job
- self-assess against the relevant behaviours
- develop behaviours and improve performance
- identify ways to build upon and maximise existing strengths
- seek structured feedback from others
- provide structured feedback to colleagues

Each behavioural group has been divided into three aspects:

Self
Behaviours that may be demonstrated whatever the working situation
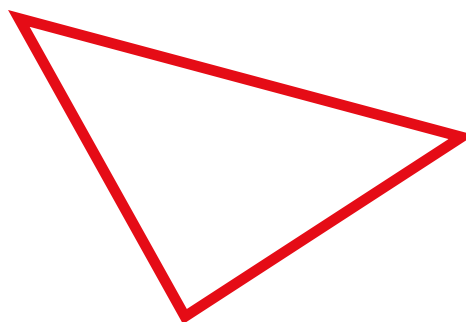
Others
Behaviours that may be demonstrated when interacting with and influencing others, or when managing colleagues

University
Behaviours that may be demonstrated when influencing at University level or representing University

PROFESSIONAL

Being passionate about working at the University and taking pride in how we are all perceived.

SELF	OTHERS	UNIVERSITY
• Take personal responsibility for getting things done • Use resources in ways that are efficient and minimise any impact on the environment • Update professional/specialist skills and knowledge • Manage workload and make effective use of time • Show consistency between our words and actions • Deliver what you promise • Review effectiveness of working relationships • Comply with University's policies and regulations where applicable	• Deliver consistent service standards • Provide constructive feedback to colleagues at all levels • Get the best from others through effective communication • Manage our own response when faced with challenging situations	• Take an active interest in what is happening more widely in the University • Keep up to date with what is happening in the wider Higher Education environment • Give positive messages about the University • Share good practice with other parts of the University

Examples of behaviours that do not support this value:

- Reacting aggressively to constructive criticism
- Focusing almost exclusively on own job or own department
- Failing to see things through
- Causing reputational damage to the University

AMBITIOUS

Aspiring to continuously improve ourselves, the University and our students.

SELF	OTHERS	UNIVERSITY
▪ Have an enthusiastic and positive approach ▪ Spot an opportunity and take action to do something about it ▪ Use all situations as potential learning opportunities ▪ Be self-motivated ▪ Work proactively and take initiative ▪ View change situations as opportunities for improving and developing work	▪ Champion ideas submitted by members of the team ▪ Encourage others (colleagues) to embrace change ▪ Provide ongoing support to others who are developing ideas ▪ Encourage new ways of working ▪ Take steps to further develop colleagues	▪ Lead by example to embed best practice in all that we do ▪ Scan the wider external environment to seek opportunities to develop the university ▪ Embrace new technologies, techniques or working methods

Examples of behaviours that do not support this value:

▪ Consistently blocking change and failing to build on others' ideas for change

▪ Being too internally focused

▪ Focusing on the short-term view

INNOVATIVE

Proactively seeking out new, different or more effective ways of working to make a positive difference to the University.

SELF	OTHERS	UNIVERSITY
- Work proactively and take initiative - Suggest and try out new approaches - Be open minded to new ideas	- Foster a culture which encourages people to take acceptable risks in pursuing innovation - Support others in implementing innovative solutions - Encourage creativity in others - Recruit creative people - Give people the space and freedom to be creative	- Work in partnership with external organisations to develop ideas - Actively seek new ideas and approaches from outside the university - Be open to good practice from outside the university - Apply fresh ideas from one part of the university to another

Examples of behaviours that do not support this value:

- Putting obstacles in the way of innovation
- Doing things the way they have always been done without reviewing them
- Reinventing the wheel
- Abdicating responsibility for resolving issues

INCLUSIVE

Contributing to a sense of support, belonging and respect that includes everyone associated with the University equally without restriction or discrimination

SELF	OTHERS	UNIVERSITY
▪ Tailor communication to meet others' needs ▪ Demonstrate that you value differences ▪ Share information and keep others informed ▪ Show co-operative team working ▪ Actively seek out opportunities to collaborate ▪ Welcome and support new colleagues	▪ Ensure own behaviour, words and actions support equality of opportunity and diversity ▪ Listen to really understand others' needs ▪ Question and clarify to check understanding ▪ Seek a diversity of perspectives ▪ Use understanding of other people's perspectives to help reach agreement. ▪ Draw on others' knowledge, skills and experience	▪ Challenge inappropriate or exclusive practices/behaviour ▪ Reflect the University's values in dealing with people ▪ Work across boundaries to develop relationships with other teams ▪ Break down narrow 'silo' thinking to encourage a University-wide perspective ▪ Develop cross-departmental collaboration e.g. be willing to share resources ▪ Work with external equality and diversity benchmarks in mind

Examples of behaviours that do not support this value:

▪ Interrupting when others are speaking

▪ 'Guarding' information

▪ Discouraging debate

▪ Adopting a 'one size fits all' approach

▪ Using too much organisational jargon

http://staff.napier.ac.uk