Edinburgh Napier
UNIVERSITY
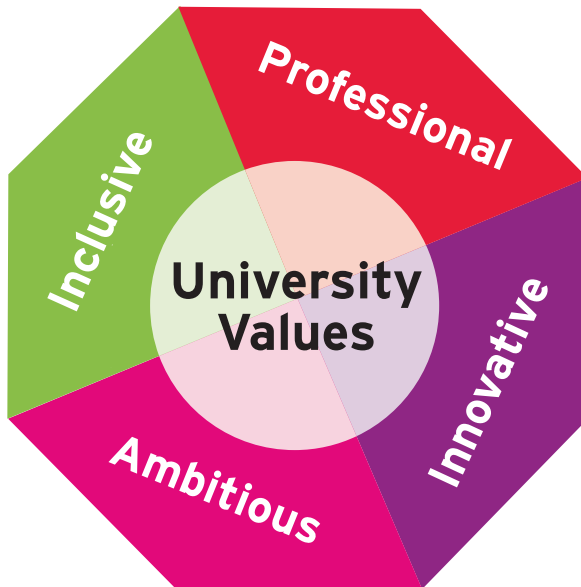
Values and Behaviours

50 YEARS OF
LEARNING
1964 - 2014

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 which drive all that we do with whoever we are working.

These are:

- We will be recognised as a University which is:
  Professional, ambitious, innovative and inclusive

- In our 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 which support our values

Excellence results not just from what people do but also how they do it. The behaviours listed below distinguish effective performance which underpins our values. The behaviours in the framework have been created taking account of 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 listed in 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 the 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	Deliver consistent service standards	Take an active interest in what is happening more widely in the University
Use resources in ways that are efficient and minimise any impact on the environment	Provide constructive feedback to colleagues at all levels	Keep up to date with what is happening in the wider Higher Education environment
Update professional/ specialist skills and knowledge	Get the best from others through effective communication	Give positive messages about the University
Manage workload and make effective use of time	Manage our own response when faced with challenging situations	Share good practice with other parts of the University
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		

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

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