



## PERSONAL AND PROFESSIONAL DEVELOPMENT STATEMENT

The University of Liverpool is committed to the personal and professional development of all members of staff. It seeks to encourage, facilitate and reward individuals' development and contribution to the organisation.

The University recognises that the contribution made by all staff to a firm foundation of skills and expertise within the University is the most important factor in ensuring an environment of learning, teaching and research excellence now and in the future.

The University recognises that this contribution can emerge only in a culture where staff feel individually valued, motivated, appreciated in their efforts and able to express themselves freely, and where members of staff see themselves as active stakeholders in the institution.

Where it is not already evident, the University will foster such a culture of mutual validation through active and supportive measures, which invite personal engagement and promote job satisfaction. Where it is evident, it will be sustained through ongoing measures that encourage individual development and demonstrate continued interest in the role and the individual.

Individuals' contribution to the institution depends on willingness and ability. Whereas willingness is influenced by a culture of validation and recognition, ability critically depends on the skills, degree of training and education the individual attains during their lifetime. Therefore, the University is committed to actively encouraging, promoting and facilitating the development of skills and expertise of employees within all staff groups. The University's commitment extends to professional and personal development and to all individuals, in accordance with the University's Diversity and Equality of Opportunity Policy.

A positive individual approach to contribution is not limited to work alone but involves the whole person. The University therefore acknowledges the role of personal development in staff welfare, stress reduction, job satisfaction and self-esteem and values it as an equally important complement to professional development.

Mindful of the contribution of all staff, the University will ensure that the invitation to personal and professional development is effectively communicated on all levels and appropriate training is provided, accessible to and targeted at the whole spectrum of roles within the University.

Wherever possible, the University will adopt a flexible approach to staff requests for training, and management at all levels will meet such requests with a positive, supportive and non-judgmental attitude. The University, together with the trade unions, will monitor learning and development needs within the institution on a regular basis, organise and provide appropriate training and investigate options for the facilitation of learning internally and externally.

The University is aware of the existence of real and perceived obstacles to personal and professional development and is committed to minimising these obstacles or removing their causes, as far as possible.

In developing a culture of recognition between the University and its employees, the University also wants to reward contribution by staff in a fair, transparent and equitable manner. Means of rewarding contribution are the award of a contribution point on the top of a grade or accelerated progression through the automatic increments.

The annual Professional Development and Review Process (PDR) is the main instrument through which contribution is identified and rewarded. It is also a mechanism by which individual training needs can be assessed and development options realised.

In order for the process of recognition to be fair and transparent, the criteria through which contribution points/accelerated progression can be gained have to be clear, yet flexible enough to be achievable by staff on all levels. The Criteria for Contribution document shows examples of staff contribution that would meet the criteria for a reward and lays out the spirit in which they should be used.

To ensure that the aims of this personal and professional development statement are being achieved, the University together with the trade unions will carry out regular reviews of the processes involved.