



CRITERIA FOR CONTRIBUTION

Overview:

The University of Liverpool is committed to recognising the contribution made by all staff and seeks to encourage, facilitate and reward both the personal and professional development of its staff in a fair and equitable manner, in accordance with the principles set out in the Personal and Professional Development Statement.

The Professional Development and Review (PDR) process plays a central role in realising this commitment and provides the key mechanism for rewarding contribution.

In order for the PDR process to be open, fair and transparent, both managers and staff have to be clear about the criteria for rewarding contribution.

This document sets out the two criteria which have to be met within the core aspects of the role in order to attain contribution rewards and gives examples in each category of how contribution may be identified. These examples are designed to illustrate the nature of activities the University would like to reward and should not be regarded as either a comprehensive list or as a list of necessary requirements.

Individuals working within their grade responsibilities may occasionally undertake higher level tasks and may be considered for a reward within the contribution criteria. However, individuals undertaking higher level responsibilities on a permanent or extended temporary basis should have their role reviewed using HERA.

Criteria for Contribution

Criterion 1 *Ongoing, rounded, above standard achievement, taking account of core competencies:*

In order to identify whether Criterion 1 is being met, the following non-exhaustive list of examples may be useful.

- Applying a flexible approach to working
- Shows high level of commitment to the role and its wider context
- Prioritises work to respond to operational requirements
- Ability to work unsupervised, where this is not the normal expectation
- Professional approach & attitude to work as exemplified in the criteria
- Occasionally engaging in higher level responsibilities
- Willingness to stand in for others when required

- Dealing with problems & making decisions outside the normal expectation
- Awareness of the needs of others in the work environment
- Analytical approach to implications of actions taken
- Reliability in approach to work
- Application to day to day work
- Readiness to participate occasionally in tasks or projects outside the core aspects of the role
- Identifies improvements in utilisation of equipment or working processes
- Puts forward ideas & suggestions for change
- Receptive to suggestions and ideas for change from others
- Adapts to change
- Self review of working practices & procedures
- Being aware of current Health & Safety Legislation and any other relevant legislation commensurate with their role.

Criterion 2 *Positive approach to continuous professional & personal development:*

The following examples illustrate how this criterion may be met. This list is non-exhaustive and such a positive approach could also be demonstrated in other ways.

- Willingness to enhance & achieve professional aspirations/aims & objectives
- Commitment to develop personal skills & attributes
- Participation in projects, workshops outside normal remit
- Awareness of development needs & requirements