New to UQ – Senior Leaders Program

NEW TO UQ GUIDE FOR SENIOR LEADERS



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# Why the New to UQ – Senior Leaders Program was developed

Although Senior Leaders bring requisite skills and experience to a position, there is often a significant period of assimilation and learning required when commencing a new role to become fully effective. As such the New to UQ – Senior Leaders Program (New to UQ - SLP) assists senior leaders to quickly access the information, obtain professional support and feedback required to fill their knowledge gaps and become fully productive.

The New to UQ – SLP is an initiative of the UQ Leadership Framework. By providing a structured experience, new Senior Leaders are provided with role clarity and a solid foundation for growth of leadership and performance within the UQ context.

# New to UQ - SLP Objectives

The broader goals and objectives of the New to UQ – SLP are to provide timely, accurate, and relevant information which effectively achieves the following:

1. **Effectively orientates senior leaders** to the nature of their role and provides a familiarisation with **UQ’s culture and environment**
2. Enables new senior leaders to have **timely access to knowledge and information**
3. **Connects senior leaders** to relevant stakeholders and groups
4. Facilitates senior leaders in making **effective and timely decisions**
5. Facilitates senior leader’s **sense of ‘identity/belonging’ to UQ**
6. Contributes to UQ being viewed as an **‘Employer of Choice’**
7. Supports the **retention of key talent** at UQ
8. **Minimises disruption to service delivery** by enabling senior leaders to fully function in their role

The New to UQ - SLP program targets knowledge areas of **understanding of the role** (increasing role clarity), **governance** (senior leadership responsibilities and accountabilities, compliance, strategy, and external relationships), **networking and relationship development** (understanding the culture and opportunities for sharing and collaboration of knowledge between senior leaders), **performance development** (360 leadership survey, mentoring, leadership coaching, career progression), **relocation assistance, wellbeing and health**, **teaching and research development** (providing the appropriate resources and supporting the access to communities of practice and knowledge), and **managing diversity**.

# New Senior Leaders for New to UQ - SLP

For the purpose of this program, we define **New Senior Leaders** as senior appointments within both professional and academic positions who hold significant senior leadership roles within UQ (i.e., HEW 10 and above and equivalent academic leadership positions such as Level E and above). Thus, this includes the Vice-Chancellor, Deputy Vice-Chancellors, Provost, Chief Operating Officer, Pro-Vice Chancellors, Institute Directors, Executive Deans, Associate Deans, Heads of School, and Heads of Division. As New to UQ – SLP is a 12 month program, it aims to transition new senior leaders who are starting at UQ or have been internally promoted to a new position permanently or for a fixed-term of 12 months or longer. The program, while standardised, has the flexibility to be tailored to your needs, to streamline your New to UQ process.

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| NEW TO UQ – SENIOR LEADERS PROGRAMNEW TO UQ GUIDE FOR NEW SENIOR LEADERS |

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Senior Leader Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **My New to UQ Coordinator is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***A New to UQ Coordinator is a transition facilitator, and your key contact on pre-/commencement. They are responsible for ensuring the coordination of the New to UQ - SLP. This role will most likely sit with your Faculty/School/Division/Institute HR Manager.* |

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| **What to expect pre-commencement**Your New to UQ Coordinator may make contact with you prior to your commencement at UQ to check in around your needs. If you are an overseas appointment, they may also be offering additional services such as: * Taxation advice and use of our financial advisor service (through Ipac)
* Health cover information and advice (BUPA)
* Superannuation information and advice (UniSuper)
* A tour of UQ’s campus (St Lucia, Gatton, Herston, Ipswich)
* Relocation information on local services
* Further assistance with your relocation needs as negotiated (i.e., VISA assistance, flights, travel insurance)

On acceptance of the position, they will make contact in preparation for your arrival. They will confirm your arrival date and time. Where applicable, your PA/EA may also be in contact to discuss daily arrangements, in preparation for your arrival. **The following tasks are provided as a guide, to assist you in understanding what duties are to be undertaken, in preparation for joining the UQ community.** |
| **Pre-Commencement Task** | **Action to be taken** |  |
| A formal offer of position will be made to you by the university. Documentation provided in this formal offer process includes: * An offer of appointment letter for continuing or fixed-term employment, offering the opportunity for employment under the terms of the current Enterprise Agreement / Contract
* Information on the contract negotiation process
* Information on salary packaging
* Your position description
* Complimentary access to the on-campus UniSuper Consultant
* Offer of relocation assistance if required
* Assistance with organising a visa / entry clearance for working in Australia
* Assistance with travel arrangements
* Relevant Faculty/School/Division/Institute level information
* Relevant Organisational information about UQ, facilities, benefits
* Recognition of prior service (if recruited from Australian University)
 | For any contract negotiations, contact the Faculty/Institute/Division/School HR Manager in the first instance.*Any subsequent changes to the contract require another appointment letter to be issued.* |  |
| Acceptance of the contract, employment conditions, and salary packaging must be made in writing by you within the specified time period. |  |
| *Method of salary payment form to be completed where applicable* |  |
| *Tax File Number Declaration to be completed where applicable* |  |
| *UniSuper application to be completed where applicable* |  |
| *To speak with an expert about superannuation (UniSuper), you can make a booking with the on-campus Consultant through the online booking system:* <https://www.unisuper.com.au/employers/universities/university-of-queensland>*To discuss your health cover needs, please contact UQ’s Corporate Health Provider BUPA for more information: 1300 653 525 or visit* https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/personal/wellness/bupa |  |
| *Clarify relocation needs with your New to UQ Coordinator to assist in your transition (where applicable).*  |  |
| *Provide recognition of prior service (where applicable).*  |  |
| Visit our [New to UQ – Senior Leaders Program website](https://staff.uq.edu.au/information-and-services/development/leadership/new) and pin the homepage to your toolbar.This website page has lots of information and downloadable resources for you to read through, accessible pre-commencement, that has been specifically developed for the Senior Leadership level. Read through the [**New to UQ – SLP – Senior Leaders Program (Welcome to UQ: Information for new Senior Leaders)**](https://staff.uq.edu.au/information-and-services/development/leadership/new) which provides information on working life at UQ, details of where to find information, and provides quick access to resources.Read through the **New to UQ – SLP Guide** which provides important tasks to complete throughout New to UQ – SLP (including pre-commencement) and quick access to relevant resources.  | Download relevant materials for reading from the New to UQ – SLP website. Make sure to save information you want to be able to readily access, such as:* [New to UQ – SLP – Information for new Senior Leaders](https://staff.uq.edu.au/information-and-services/development/leadership/new)
* The UQ Strategic Plan
* [Diversity and Inclusion Plans](https://staff.uq.edu.au/information-and-services/human-resources/diversity/commitment/strategies)
* Information on [UQ facilities](https://staff.uq.edu.au/information-and-services/facilities-services-maps)
* Relevant HR policies, and procedures from the Policies and Procedures Library
* The [HR Authorisation Schedule](https://ppl.app.uq.edu.au/content/1.10.05-human-resources-authorisations)
* [Leading UQ Program](https://staff.uq.edu.au/information-and-services/development/leadership/leading-uq), for the Senior Leader level
* The list of [Mandatory Courses](http://www.uq.edu.au/staffdevelopment/required-courses) to be completed
* [Campus and locations](https://campuses.uq.edu.au/) information
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| UQ will be updating the organisational unit’s webpages to reflect your appointment. They will be requesting your CV and a brief bio to be used in creating your staff profile.  | Provide updated CV and brief bio for use on UQ webpages to Faculty/Institute/Division/School HR Manager, pre-commencement or in first week. |  |
| *Organise required IT access*  | * [*Request access to Si-net*](https://systems-training.its.uq.edu.au/si-net) *(student database)*
* [*UniFi access*](https://staff.uq.edu.au/information-and-services/finance/unifi/access) *for Financial Delegation (UniFi is the finance system)*
* [*Organise Aurion Access*](https://staff.uq.edu.au/information-and-services/human-resources/hr-systems/aurion) (HR Self Service IT System is called My Aurion)
 |  |
| *Vehicle and Parking* | *Where applicable,* [*apply for a parking permit*](https://campuses.uq.edu.au/information-and-services/parking-transport/parking/permits) |  |
| *Download UQnav* | *Download* [*UQnav*](http://www.uq.edu.au/uqnav/) *or use* [*UQ maps*](https://maps.uq.edu.au/st-lucia) *to find your way around on campus.* |  |
| **The New to UQ – SLP runs over a 12 month period, and can be flexibly customised to your needs. It aims to target a range of knowledge areas (see** [**New to UQ – SLP Framework**](https://staff.uq.edu.au/information-and-services/development/leadership/new/about)**) which have been identified as important to new Senior Leaders at UQ. What are your expectations for the New to UQ – SLP, having read the information available on the New to UQ – SLP Website? You will have an opportunity to discuss these expectations and how they will be met through the program with your New to UQ Coordinator on your first day.** C:\Users\uqklaur1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\X1NVQXF4\emprendedor-de-exito[1].jpg |

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| **What to expect on commencement.** A New to UQ – SLP team led by your New to UQ Coordinator will be working through a series of activities with you to assist you in your transition. You are responsible for communicating any specific requirements to the New to UQ Coordinator and other key support figures (i.e., Peer, mentor, Supervisor, leadership coach), such that they can choose the activities of most benefit to you. **The following tasks are provided as a guide, to assist you in understanding what duties you should aim to complete on your first day (where relevant). Your New to Coordinator and other team members will be assisting you in completing these activities.**

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| **Office Location:**  |
| **My allocated Peer is (where applicable):** |
|  **My PA/EA (where applicable) is:**  |
|  **My direct Supervisor is:**  |

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| **First Day**  | **Action to be taken** |  |
| *A parking permit may be organised for you, should you be driving into the campus and a fuel card will also be provided if a car is part of your contract.* Your staff ID card, corporate card, and access keys / pass to relevant areas will be organised on the first day.  | Know where you are meeting your New to UQ Coordinator on your first day, using [UQnav](http://www.uq.edu.au/uqnav/) or [UQ maps](https://maps.uq.edu.au/st-lucia) to locate the room and building.  |  |
| Obtain staff ID card, and keys for office door, internal cabinets etc. and building access from New to UQ Coordinator. |  |
| *Obtain temporary parking permit from New to UQ Coordinator for first day (if identified prior to commencement).* |  |
| *Obtain fuel card from New to UQ Coordinator (if car is being provided as part of contract).* |  |
| Obtain corporate card from financial officer.  |  |
| Ensure your IT setup is suitable to your needs. Your PA/EA or the IT services for your area can assist you in obtaining access to required services. Notify IT if further equipment is required (for office or home use), as well as software, app, or storage requirements. | Ensure you have access to you staff email account |  |
| * [*Request access to Si-net*](https://systems-training.its.uq.edu.au/si-net) *(student database)*
* [*UniFi access*](https://staff.uq.edu.au/information-and-services/finance/unifi/access) *for Financial Delegation (UniFi is the finance system)*
* [*Organise Aurion Access*](https://staff.uq.edu.au/information-and-services/human-resources/hr-systems/aurion) (HR Self Service IT System is called My Aurion)
 |  |
| Ensure you have access to the work schedules of the work unit (i.e., organise shared calendar access through outlook) |  |
| Ensure you have access to shared drives / special access / delegations which may be required |  |
| As part of your New to UQ – SLP, you will be provided with a “**handover document**”. Your New to UQ Coordinator, Supervisor, and PA/EA (if applicable) will have met to create this for you, to ensure you are introduced to your work division and team in a timely manner. It consists of reading materials, key contacts and key meetings.You may be introduced to your Peer on the first day (where applicable). They are an informal source of support operating in a similar role or at a similar level. They can assist with networking at UQ, understanding role requirements, and introduce you to relevant stakeholders and communities of practice.Spare time is included in the work map for free reading and personal time. | Review your handover document containing the staff contact list, faculty/school/institute/division organisational chart, handover reading materials, and information on the role as collected by your New to UQ – SLP team. The handover document aims to assist you in understanding the major tasks involved in your role, and how your role fits into the broader strategic plan.  |  |
| Identify the members of your New to UQ – SLP team according to their roles and responsibilities. Confirm the best way to contact them, and where they are located at UQ. |  |
| *Brief meeting with your Peer.*  |  |
| Identify upcoming meetings in your calendar schedule, and speak with your Supervisor, any Direct Reports, and colleagues as to the nature and purposes of these relationships and meetings.  |  |
| Online Induction, Mandatory Courses and OH&S Induction  | [**Initial Online Induction**](https://staff.uq.edu.au/information-and-services/human-resources/induction-exit/starting/new-staff) **completed – this triggers commencement of salary** |  |
| Take time on the first day for completing [mandatory courses](http://www.uq.edu.au/staffdevelopment/required-courses) on [Blackboard](https://learn.uq.edu.au/webapps/login/?new_loc=%2Fwebapps%2Fblackboard%2Fcontent%2FlistContent.jsp%3Fcourse_id%3D_11416_1%26content_id%3D_192817_1%26mode%3Dreset) including:* Online Module: ‘General Workplace Safety Training’ (5 year refresher);
* Online Module: ‘Annual Fire Safety Training’ (annual refresher);
* [EO Online Equity and Diversity Training](https://staff.uq.edu.au/information-and-services/human-resources/diversity/equal-opportunity-training);
* Code of Conduct; and
* Privacy Training.
 |  |
| You will also have a tour which will include faculty/school/division/Institute specific work protocols and safety procedures.  |  |
| Register for Staff Development Course: ‘OHS for Senior Managers’ |  |
| *Vehicle and Parking* | *Where applicable,* [*apply for a parking permit*](https://campuses.uq.edu.au/information-and-services/parking-transport/parking/permits) |  |
| *Tour of Campus* | *Tour of campus and facilities* |  |
| **What are your expectations for commencing at UQ and how do you expect these to be met through the New to UQ – SLP? Discuss these expectations with your New to Coordinator on your first day.** C:\Users\uqklaur1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JT3YS6VG\csr203[1].jpg |

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| **What to expect in your first week.** The New to UQ – SLP team led by your New to UQ Coordinator will continue to work through a series of activities with you, aimed at providing further role clarity and introducing you to key professional networks and other senior leaders. **The following tasks are provided as a guide, to assist you in understanding what duties you should aim to complete during your first week (where relevant). Your New to UQ Coordinator and other team members will be assisting you in completing these activities.**  |
| **First Week**  | **Action to be taken** |  |
| You can continue to work through the online training identified on the first day. Your calendar will primarily involve introductions to key contacts of relevance to your role. When meeting with key contacts, discuss your role requirements as it relates to them, and identify opportunities for shared practice and collaboration. (i.e., who you will be providing information to, what information is required, and who you will need to contact for information, and what information is required). | Meeting with Supervisor attended, with role expectations and key strategic plan and agenda for faculty/institute/division/school discussed  |  |
| Meetings with direct reports attended including discussion of your expectations and operating style, key messages about what is important to you and what your concerns are, and what is likely to displease you. |  |
| *Meeting with Peer attended, with questions surrounding role and requirements addressed (where applicable)* |  |
| Attendance at important External events (i.e., training, conferences, networking) scheduled for attendance |  |
| Attendance at relevant Communities of Practice, Boards, Committees and Sub-Committees scheduled for attendance (this should have been noted in your handover document) |  |
| Your supervisor will offer the opportunity for you to connect with an experienced Mentor, aiming to meet with them in the first 3 months.  | You will have an opportunity to nominate someone you may like to engage with, so keep this in mind as you are networking in the first few weeks.Alternatively your Supervisor can meet to discuss mentor options. |  |
| Join the leadership community online and other relevant communities | Join UQ’s Communities of Practice on [Yammer](https://www.yammer.com/uq.edu.au/#/home)  |  |
| UQ employees have access to a host of staff development courses. Explore courses relevant to your level and position.  | Enrolment in compulsory and optional online training modules<http://www.uq.edu.au/staffdevelopment/mandatory-courses> |  |
| Discuss and review all Senior Leader training sessions offered through HR, including those offered through the UQ Leadership initiative. <http://www.uq.edu.au/staffdevelopment/><http://www.staff.uq.edu.au/leadership> |  |
| Are your reporting requirements clear? Your Peer, Mentor and Supervisor should be able to provide guidance on weekly duties to be completed. *Meet with technical support staff members who can assist you to navigate through UQ’s IT systems such as Blackboard, Aurion and UniFi.* | Discuss the mail, filing and record systems used at UQ to ensure processes are being followed (where relevant). |  |
| *Meet with techical support staff about Blackboard, Aurion* (HR Self Service Area IT System is called Aurion) *etc* |  |
| Do you have any technical training needs (i.e., UniFi, Aurion, Si-net etc)? The below may assist. [User guide to Aurion](https://staff.uq.edu.au/information-and-services/human-resources/hr-systems/aurion) (HR Self Service Area IT System is called Aurion)User guide to [My UQ](https://my.uq.edu.au/) staff portal  |  |
| Do you know your reporting requirements and [weekly timekeeping](https://staff.uq.edu.au/information-and-services/human-resources/pay-leave-entitlements/time-sheets) duties (i.e. your direct reports may complete timesheets) |  |
| There are other pages which are relevant for reading for new and current staff. Explore these and download information as required.  | Explore the [induction web page](https://staff.uq.edu.au/information-and-services/human-resources/induction-exit) for further information.  |  |
| Your New to UQ Coordinator will discuss UQ initiatives to promote the wellbeing of our staff. We have a wide range of benefits available.  | * [Balancing Work, Family and Study](https://staff.uq.edu.au/information-and-services/human-resources/diversity/caring-responsibilities/balancing)
* The [Security and personal safety](https://campuses.uq.edu.au/information-and-services/security) explains UQ’s policies and procedures for maintaining safety on campus
* Access to [EAP program](https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/mental-health/eap) created
* Staff benefits and [health programs](https://staff.uq.edu.au/information-and-services/health-safety-wellbeing) information provided
 |  |
| Are you familiar with UQ’s policies and procedures library (PPL)? This is a great resource for understanding governance frameworks.  | Reading of UQ’s policies and procedures at <http://ppl.app.uq.edu.au/> Here are some useful links:* [Alcohol, Tobacco Smoking and other Drugs Policy](http://www.uq.edu.au/hupp/?page=25058)
* [Diversity and inclusion at UQ](https://staff.uq.edu.au/information-and-services/human-resources/diversity) - Policies on Sexual Harassment, Discrimination and Harassment, using Gender Inclusive Language and a guide to using Inclusive Language
* [University Code of Conduct](https://ppl.app.uq.edu.au/content/1.50.01-code-conduct)
* Review [Acceptable Use of UQ ICT Resources](https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources)
* Reading on [Occupational Health and Safety responsibilities](https://ppl.app.uq.edu.au/content/2.10.04-staff-responsibilities-occupational-health-and-safety)
* [Financial Accountability and Legislative Requirements](http://ppl.app.uq.edu.au/content/9.10.01-financial-accountability-and-legislative-requirements), [Financial Reporting](http://ppl.app.uq.edu.au/content/9.10.03-finance-reporting) and [Auditing information](https://governance-risk.uq.edu.au/%22%20%5Ct%20%22_blank)
 |  |
| **How are you travelling? What else can your New to UQ – SLP team do to support you? What further information, at this stage, would be beneficial to you? Speak with your New to UQ – SLP team about accessing this information and resources.** C:\Users\uqklaur1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JT3YS6VG\C%C3%B3mo-crear-tu-marca-personal-desde-cero[1].jpg**Further Notes.***Have you accessed the* [*New to UQ – SLP website*](https://staff.uq.edu.au/information-and-services/development/leadership/new)*?* *First week reading recommendations**To understand the governance framework at UQ, have you read about the HR Authorisation Schedule and Financial Delegations policy?**Have you read your relevant reading materials and reports as part of handover for your role?* |

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| **What to expect in your first 3 months.** The New to UQ – SLP team led by your New to UQ Coordinator will continue to work through the activities with you, aimed at providing further strategic and detailed information related to role expectations, strategic directions, and leadership responsibilities. **The following tasks are provided as a guide, to assist you in understanding what duties you should aim to complete during your first 3 months (where relevant). Your New to UQ Coordinator and other team members will be assisting you in completing these activities, and you will have the opportunity to connect with a Mentor.**

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|  **My Mentor is (where applicable):**  |
|  **Our meeting objectives include:** |

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| **3 Months** | **Action to be taken** |  |
| Have you accessed available [Teaching and Support Services](https://itali.uq.edu.au/) and resources: | * [Institute for Teaching and Learning Innovation (ITaLI) web site](https://itali.uq.edu.au/) with access to archived sites for TEDI, CEIT and CIPL
* [Blackboard](https://learn.uq.edu.au/webapps/login/?new_loc=%2Fwebapps%2Fblackboard%2Fcontent%2FlistContent.jsp%3Fcourse_id%3D_11416_1%26content_id%3D_192817_1%26mode%3Dreset)
* [POD Centre Online](http://www.pod.uq.edu.au/)
* [Teaching & Learning](https://teaching-learning.uq.edu.au/)
* Academic Integrity
* Library
* T&L Policies & Guidelines
* Timetable Information, Student Evaluation Review & Reporting Unit requirements
 |  |
| Have you accessed the support and resources available in the [Research Division](https://research.uq.edu.au/) and where this information is located | * Research Activities Calendar
* Research Funding Information
* UQ Integrity and Ethics
* Graduate Research
* Research Performance
* Australian Code for the Responsible Conduct of Research
 |  |
| Do you need assistance identifying the financial responsibilities in your role?  | Contact your relevant financial manager. |  |
| Networking opportunities  | Meeting with mentor to discuss relevant strategic goals (i.e., developing external relations, understanding role requirements, teaching / research development, etc.) |  |
| *Ongoing meetings with Peer as required*  |  |
| Attendance at UQ Signature Event (depending on commencement date this could occur earlier or later) |  |
| Familiarisation of other UQ campuses and meeting with other work teams |  |
| Understanding role expectations  | Continue fortnightly meetings with Supervisor to discuss compliance, financial accountabilities, expansion of external networks and progress on goals  |  |
| Discuss probation requirements.*At end of probation period complete Probation Report.* |  |
| Explain the performance development and appraisal process * Ensure requirements in Offer of Employment are understood and are incorporated into objectives and goals.
* Agree on relevant career development activities to support achievement of objectives and personal career goals.
* Develop an Action Plan to achieve goals and objectives.
* Take away plan and fill in
* Set meeting dates to complete performance development plan
* Access [more information](https://staff.uq.edu.au/information-and-services/human-resources/performance-review)
 |  |
| **Further Notes.***Have you read our* [*New to UQ - SLP Framework*](https://staff.uq.edu.au/information-and-services/development/leadership/new/about)*?**To understand the governance framework at UQ, have you read about the HR Authorisation Schedule and Financial Delegations policy?**UQ actively supports a healthy work life balance by provision of a UQ Wellness Program and Staff Assistance Services Program. Have you signed up to access the free services, facilities and benefits available to you?* |

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| **What to expect in your first 6 months.** The New to UQ – SLP team led by your New to UQ Coordinator will continue to work through the activities with you, aimed at consolidating your knowledge thus far, and identifying any further needs for settling into your role. **The following tasks are provided as a guide, to assist you in understanding what duties you should aim to complete during your first 6 months (where relevant). Your New to UQ Coordinator and other team members will be assisting you in completing these activities, and you will have the opportunity to connect with a Leadership Coach.**  |
| **6 Months**  | **Action to be taken** |  |
| Annual events for addition into calendar  | Free annual flu vaccination (depending on commencement date this could occur earlier or later) |  |
| Participated in New Staff Expo for new employees (depending on commencement date this could occur earlier or later) |  |
| *Participated in Senior Management Group Retreat - invitation only (depending on commencement date this could occur earlier or later)* |  |
| Opportunities for feedback on role, contributing to further role clarity and opportunities for growth | Probation review and discussion about extending contract (where applicable) |  |
| Discussions surrounding the [360 degree leadership survey](https://staff.uq.edu.au/information-and-services/development/leadership/survey/about) and participation with a member of the organisational development team, leading up to your 12 month mark |  |
| *Opportunities for application of role knowledge into practice (optional activities)* | *Receive feedback from mentor on the understanding and application of UQ governance principles* |  |
| *Supervisor to set financial planning duties and provide feedback (i.e., opportunity to perform higher duties as part of on the job learning and career progression)* |  |
| *Conduct an internal strategic review, engaging your Peer, mentor and Supervisor for feedback and input* |  |
| *Conduct an external review, engaging your clients to provide feedback on provided services* |  |

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| **What to expect by 12 months.** The New to UQ – SLP activities by the annual review mark are self-driven and orientated at providing feedback and reflection opportunities. **The following tasks are provided as a guide, to assist you in understanding what duties you should aim to complete during your first 12 months (where relevant).** |
| **12 Months**  | **Action to be taken** |  |
| Future strategic planning, individual debriefs with work team, and celebrating achievements | Conduct an annual review, to identify new opportunities for expansion, and revise your strategic plan as needed, in conjunction with Supervisor |  |
| Review strategic plan for work unit  |  |
| Conduct annual Performance and Career Development conversation with work unit, reviewing probation report to ensure that goals and objectives are being achieved (this will be different depending on when your staff started). Provide appropriate feedback to support performance and access to career development.  |  |
| End of year celebrations with work unit to congratulate achievements within the team |  |
| Understanding role expectations | Complete your annual performance development plan with your Supervisor  |  |
| Begin the 360 degree leadership survey process and receive feedback from a member of the organisational development team (if not already commenced). |  |
| Access coaching services utilising leadership survey feedback (if required) |  |
| Identifying opportunities to take on higher duties (where applicable) | Attendance at mandatory training / renewal courses |  |
| Application to increase governance roles and responsibilities (or exchange / secondment opportunities)  |  |
| Application to increase financial responsibilities (i.e., secondment opportunities) |  |
| Are there external collaborations and opportunities for expanding your professional network? | Identify ongoing meetings and events for network growth  |  |