Performance Development and Review System (PDRS)

PURPOSE
The University is committed to providing a working environment that fosters excellence in all areas of its core business, with a high level of organisational professionalism and performance. An important element in achieving this objective is participation in the University’s Performance Development and Review System (PDRS).

OBJECTIVES OF THE PDRS
• To ensure that staff members understand the key goals and priorities of Charles Darwin University’s current Strategic Plan, so that they can focus on their contributions;
• To clarify the benefits of improving performance at a variety of levels: individual delivery, area performance, and the University’s ability to deliver on its mission; and
• To provide mechanisms so that staff members are offered professional development to enhance and/or improve performance as required.

The PDRS encourages discussion and feedback between staff members and their managers based on a clear statement of work goals and performance expectations across the staff member’s role and responsibilities.

The PDRS should be linked directly to the position. The focus should be:

For academic staff: teaching and learning;
For research staff: research outputs. This may include a focus on the quality or postgraduate student supervision;
For general staff: output for their position.

PROCESS
All staff (excluding casual staff and staff with a contract of less than one year) must have a PDRS Planning conversation with their supervisor by 31 March each year.

Once a discussion has been held the PDRS Planning form is signed off by both parties.

Once a plan has been created, PDRS Review meetings between employees and Supervisors should occur at least twice each calendar year. These meetings will focus on progress towards documented goals.

STAFF RESPONSIBILITIES
The staff member is responsible for completing the initial PDRS Planning form and the subsequent Review form. This includes the self-evaluation components of the process, including the review of goals, progress, necessary training and areas for job and career growth.

For research staff: research outputs. This may include a focus on the quality or postgraduate student supervision;
For general staff: output for their position.

SUPERVISOR RESPONSIBILITIES
The Supervisor is responsible for the local administration of the PDRS, including scheduling and conducting the necessary planning and review meetings in a timely manner, ensuring safe storage of staff PDRS at a local level, monitoring of the progress towards agreed goals and requirements, and assessment of performance.

Once a discussion has been held, and the PDRS Planning form is signed off by both parties, the Supervisor is to login to ePDRS to confirm that the PDRS has been completed.

This information is then recorded to give an up-to-date record of who has completed their PDRS and who hasn’t.

Reports from ePDRS are given to executive management to confirm that a PDRS Planning has taken place.

The PDRS is not a substitute for the management of unsatisfactory performance or misconduct. Supervisors must seek advice from Human Resource Services, Employee Relations consultants.

RELEVANT FORMS AND GUIDES
Performance Development Review System (PDRS) Planning form;
Performance Development Review System (PDRS) - Review form;
Performance Development Review System (PDRS) - User Guide

ePDRS Assist

This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.