

# Guidance for Staff



The CDF enables you to understand the University's expectations, particularly in relation to the competencies that are needed to achieve our strategy and support our Mission.

For many staff, the first formal activity in which you will be an active and engaged participant involving the CDF will be development planning as part of Performance Review and Planning. You may, however, recognise the CDF having been a part of your Recruitment and Selection process and Probation criteria.

The CDF can assist you to consider your development needs in your current role and to look ahead to understand the expectations of a potential future role at a higher Achievement Level. Whenever you are considering your development needs, the two key things to think about are what competencies are important for your current role or future role, and your assessment of your current capability in those areas.

Your supervisor will be able to give you feedback and perspective and, importantly, add the context of the competencies that are needed most from the team as a whole. Your supervisor will also be able to help you think through how you could work towards demonstrating competence at the next Achievement Level to support you in preparing for a future role.

To get started in self-assessing your capability and determining what is important for your development, you may like to take the following approach:

1. Review the ten Core Competencies, and the Expectations and Behaviours that relate to your Achievement Level.
2. Consider the skills, knowledge and behaviours that are the most important or 'required' for you to do your job well.
3. Think about the 'actual' skills, knowledge and behaviours that you have now and how well these are developed.
4. Compare the 'actual' with the 'required' to identify the gaps. These are your priority areas for development that you can discuss and validate with your supervisor, and agree next steps.
5. If you are considering career progression in the near to mid-term, you might also consider reviewing the Expectations and Behaviours for the next Achievement Level in the context of your next career step, and sharing your thinking with your supervisor.
6. Finally, the CDF is one of several frameworks that express the University's expectations of staff conduct, capability, performance and contribution. In reflecting on and discussing development, you should consider the broader context, not only the CDF.