



University of Worcester Review and Reward scheme 2017
Guidance notes for Professional Support staff (Bands 1 – 9)

To be successful your application must provide clear evidence of an **outstanding and sustained contribution over and above the normal expectations for the role.**

Professional Support staff will be assessed against the following criteria for accelerated increments, contribution points, and individual or team one-off payment awards:

- An outstanding student experience
- Generating knowledge and promoting enterprise
- Contribution to the region
- High achieving staff in a well led University
- Sustainable development, excellent facilities

Awards for **accelerated increments** and **contribution points** will be considered where the contribution is:

- Over and above the normal job requirements in one or more of the above criteria
- High impact that is ongoing and sustainable
- Helping to meet strategic aims (clear evidence of sustained contribution which is directly related to the strategic direction and work of the Institute and University)

Awards for an **individual one-off payment** will be considered where the contribution is:

- Specific additional duties or projects over and above the normal expectations for their role, which meet the above criteria, and are not likely to continue
- Helping to meet strategic aims (clear evidence of sustained contribution which is directly related to the strategic direction and work of the Institute and University)

In order to do this your application must identify clearly and specifically the relevant activity or activities for which you are claiming this exceptional award. It must provide evaluation of each relevant activity and include appropriate evidence, and it must clearly specify the role played by you, for example:

- Information about the role that you took in identifying issues and providing solutions, and an explanation of how this was over and above normal expectations of your role
- Explanation of how your behaviours align with the University's values and enhance the experience of visitors, students or colleagues
- Explanation of how you have made an outstanding contribution over and above the normal expectations of your substantive role
- Reflection and taking action as a consequence of that reflection

For **accelerated increments and contribution points**:

- Evidence to demonstrate that this outstanding contribution has been over a sustained period of time
- Explanation of the outcomes and impact of your work and/or behaviours and evidence to demonstrate to what extent this impact has been sustained and will continue to be sustained

Examples of **impact** may include:

- Impact on students, colleagues, you etc
- Joint projects, collaborative working and wider dissemination/knowledge transfer across the university and externally
- Enhancing the reputation of the University
- Contribution to development of practice

When considering whether your contribution is **over and above** the normal expectations for the role you, your Head of Department and the review panel may consider your current role descriptor, appraisal objectives and reasonable expectations for a job at your pay grade.

When considering **evidence** to support the application you are advised to consider evidence that will illustrate the impact your work has had, for example:

- Data which illustrates the situation before you undertook the work and the difference your work made
- Formal and informal feedback
- Indications of the quality of your work; cost savings; improved efficiencies etc
- Indications of impact on students, visitors, colleagues or the wider University
- Documentation or online information produced as an outcome of your work
- Tools, guidance or procedures produced as an outcome of your work
- Appraisal documentation confirming your Line Manager's account of improvements in the workplace

Your application, including any appendices, should not exceed 10 pages.

Team award

Awards will also be considered for **a team of up to 15 people** where the contribution is

- Joint activity, relating to one of the criteria above, which produces measurable impact
- And the effect of the contribution is demonstrably greater than those outcomes already set out in the departmental responses to the strategic plan

A nominated 'lead editor' will be required to draft the application and all named applicants must be in agreement with the final submission. The review panel will consider:

- Whether the application provides evidence of activity that meets the institutional objectives
- Whether the applicants are an identifiable team
- The level of contribution and engagement
- What value can be placed on the activity bearing in mind its impact with the organisation in the short, medium or long term.

The application, including any appendices, should not exceed 10 pages.

There is the opportunity for the team to propose a non-financial reward for example a team visit, away day, staff development, social event, equipment or facilities.

Assessment by Head of Department

In all cases your application will need to be assessed by your Head of Department before it is submitted. Please ensure that you agree a suitable timeframe to allow them sufficient time to assess your application before the submission date. It is your responsibility to ensure that the fully completed application form is submitted by the published deadline.

Electronic applications – please email your completed application to rewards2017@worc.ac.uk by the published deadline.

A paper version is available from the HR department and may be submitted in paper format to HR by the published deadline.

Continuous professional development

All staff are expected to maintain and develop relevant skills and knowledge to enable them to carry out their current role effectively. This scheme considers the **application** of acquired qualifications and skills rather than the acquisition of additional qualifications and skills per se.

Job evaluation (HERA)

When the role itself has developed significantly it may be appropriate for the pay grade for the role to be re-evaluated. Details of the University's job evaluation process can be found [here](#).

The **strategic objectives** and **operational priorities** of the University of Worcester are:

- **Developing the curriculum:** creating an attractive, stimulating and academically rigorous curriculum; this involves exploring interdisciplinary and cross-Institute possibilities
- **Developing staff;** encouraging and rewarding creativity and professionalism; ensuring that all teaching staff acquire a post graduate teaching qualification and/or HEA accreditation and that a culture where inspirational teaching is strongly encouraged and widespread is developed.
- **Developing research;** winning research grants; building our research capability in attracting high quality researchers to posts at the University; building our postgraduate research student population; developing a further improved research culture throughout the entire university; encouraging and supporting existing staff to develop their research profile.
- **Developing the University's estate** to support its academic ambition: developing facilities for high quality and flexible teaching space and student accommodation.
- **Developing work based learning opportunities:** ensuring that we provide extensive and sustainable opportunities for all students to engage in work based learning in a meaningful and productive way.
- Improving **NSS** performance with the aim of earning 90%+ overall satisfaction
- Improving **retention and progression**
- Improving **academic achievement levels** and supporting a diverse student population to achieve even more highly
- Increasing **student involvement in curriculum creation** and development
Developing **research led/ research informed teaching**

The **values** of the University of Worcester are:

- Intellectual openness
- Honesty and love of learning
- Human equality and dignity
- Democracy and mutual respect
- Educational and social inclusion
- Environmental sustainability and social responsibility
- Ethical and professional behaviour
- Active engagement and partnership