

SECTION 1: Review Details *(to be completed by reviewee)*

Name:		Post:	
Dept/Faculty:		Date of Last Review:	
Reviewer Name:		Reviewer Post:	

SECTION 2: Document Review

Please confirm that you have discussed the following
(to be completed by reviewer)

Please circle:

CPD Log: Submitted to Human Resources	Yes	No
Job description	Yes	No
Previous Career Review Documentation	Yes	No

SECTION 3: Achievement of Objectives

Please give details of objectives achieved since last review, or since start of a new job role:

Objective	Objectives Achieved and comments <i>(to be completed by reviewee and reviewer).</i>

SECTION 4: Operational Manager

Discussion on Job Role *(to be completed by reviewee and reviewer)*

You may find the prompts provided on page 5 useful when completing this section.

Key Areas for Reviewer/Reviewee Comments:	Links to Framework		
	*MC	**ES	***iIP
Motivate and inspire your team	1 - 10	1.1, 1.2, 1.4	1, 4
Encourage staff to maximise their potential	1 - 10	1.2, 1.3, 2.2	3, 4, 7, 8
Delivering results	1 - 10	1.1, 1.2, 1.3	4, 5, 6, 8
Contribute to strategies that improve and enhance the learner experience	1 - 10	1.2, 1.3, 1.4, 2.2	3, 4, 6
Wellbeing, Equity and Inclusion	1 - 10	3.1, 3.2	2, 7

*MC – Managers Charter **ES – Education Scotland ***iIP – Investors in People

SECTION 5: Summary of Key Strengths and Areas for Development *(to be completed by reviewer/reviewee)*

Key Strengths:
Areas for Development:

SECTION 6: Objectives for Next Period
(to be completed by reviewer/reviewee)

<p>Reviewee Objectives: <i>(to be completed by <u>reviewer/reviewee</u>)</i></p>	<p>Linked to: - Strategic/Operational Priorities</p>

SECTION 7: Staff Development Requests
(to be completed by reviewer)

Development Need	Benefit to Role	Link to Strategic/ Op. Priorities	Planned Date	Action by Reviewee/ Reviewer

SECTION 8: Review Confirmation *(to be signed by the reviewee and reviewer)*

Reviewer:	Reviewee:
Signed:	Signed:
Date:	Date:

<i>HR use only</i>	<i>Scanned</i>	<i>Saved</i>	<i>Logged</i>
<i>Initial & Date</i>			

Operational Manager – Useful Prompts

The following prompts have been developed to provide you with some examples which will help you prepare for your Career Review meeting: -

Theme	Areas for discussion
Motivate and inspire your team	<ul style="list-style-type: none"> • Review progress against the College strategic priorities/objectives. • Communication with team members and cross-college. • Ensure open and excellent communication and responsiveness to other departments and teams. • Demonstrate involvement in developing operational plans and contributing to departmental self-evaluation documents. • Plan for continuous improvement. • Demonstrate behaviours required within the Managers Charter.
Encourage staff to maximise their potential	<ul style="list-style-type: none"> • Encourage CPD. • Ensure key skills developed to meet departmental priorities. • Stakeholder consultation. • Ensure and encourage information sharing. • Involvement in cross-college working groups.
Delivering results	<ul style="list-style-type: none"> • Encourage high performance. • Participation in setting objectives. • Celebrate achievement. • Encourage innovation.
Contribute to strategies that improve and enhance the learner experience	<ul style="list-style-type: none"> • Resources to support learning and teaching. • Management of services which support the attainment, achievement, and progression of students to a positive destination.
Wellbeing. Equity and Inclusion	<ul style="list-style-type: none"> • Equality, Diversity and Inclusion initiatives. • Celebrate diversity. • Barriers to learning. • Access of information. • Equality of success.

South Lanarkshire College's Strategic Plan

“2020 Vision”

Vision:

To be Scotland's leading provider of college education and training.

Mission

“To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.”

Ethos:

We believe in:

- **promoting equality and diversity**
- **being passionate about our work**
- **continual improvement**
- **high achievement**
- **listening and acting on feedback**
- **sustainability**
- **community and social value**
- **promoting health and safety**
- **innovation**

Strategic Priorities



Priority 1: We aim to have satisfied students.

We will:

- 1.1 Promote equality, diversity and fairness in all our activities
- 1.2 Deliver high attainment rates
- 1.3 Provide high-quality learning experiences
- 1.4 Be creative and innovative in our approaches
- 1.5 Continue to pursue growth

Priority 2: We aim to deliver effective skills training.

We will:

- 2.1 Offer courses that are destination-driven
- 2.2 Engage with employers at local and national level
- 2.3 Nurture strong links with New College Lanarkshire
- 2.4 Develop productive partnerships with volunteering agencies and community groups
- 2.5 Align outcomes in operational plans with Government, Funding Council and other public bodies' agendas for skills' delivery and training
- 2.6 Continue to have strong links with South Lanarkshire Council and contribute to targets in its single outcome agreement
- 2.7 Build on existing strong links with universities and other colleges for student progression

Priority 3: We aim to promote sustainable behaviours

We will:

- 3.1 Promote environmental sustainability
- 3.2 Provide opportunities for staff to develop themselves through professional learning
- 3.3 Deliver financial sustainability
- 3.4 Promote sound governance
- 3.5 Manage risks effectively
- 3.6 Provide effective leadership and management throughout the organisation

Managers Charter

To achieve the 20/20 Vision and Mission employees and students of South Lanarkshire College can expect College Managers to:

1. Provide leadership and direction to ensure that the Strategic Priorities of the college, as agreed by the Board of Management, are achieved;
2. Lead by example, be open and approachable, showing respect for the views and actions of others;
3. Treat all people equally and fairly;
4. Encourage all staff to participate in the corporate life of the college;
5. Ensure that communication is effective by keeping team members informed and encouraging all staff to participate in open discussions;
6. Empower all staff to achieve their maximum potential through appropriate support and continuing professional development;
7. Work in partnership with trade union representatives to ensure the college progresses in an appropriate and productive way to meet the needs of learners;
8. Promote a positive and dynamic image of the college;
9. Provide staff with appropriate support and feedback, enabling them to understand their responsibilities and acceptable practices;
10. Promote sustainable behaviours.