

Attachment 1 – Executive workplan

EXECUTIVE OFFICER Performance and Development Plan 2014 / 2015



Performance and Development Plan

Executive's Name:	
Position:	
Group:	
Division:	



Plan endorsed

Executive's signature:

Date:

Manager's signature:

Date:

**Deputy Secretary's
signature:**

Date:

OVERVIEW

The Performance & Development Process

The Executive Officer Performance and Development Process (PDP) is a critical element in developing a performance and development culture which will enable the Department of Education and Early Childhood Development (DEECD) to deliver the objectives outlined in the [Strategic and Business plans](#). To achieve this successfully it is critical that the capacity of Executive Officers is enhanced to enable them to effectively model and manage a consistent and coherent performance and development culture.

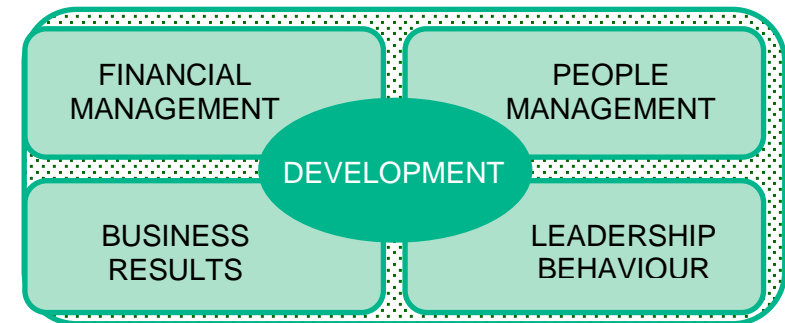
The Department's [Strategic and Business plans set the context for the planning stage and at the individual executive officer level, Group, Division and Region plans are the pivotal documents in the performance and development planning process.](#) The performance and development cycle commences on 1 July each year and concludes on 30 June the following year. The key stages in the cycle involve planning, feedback, mid-cycle review and end-of-cycle review.

The Balanced Scorecard

The balanced scorecard is a process which enables the interpretation of business goals and objectives into a meaningful set of performance and development measures. This approach is used to document, measure and assess the performance of executive officers. Therefore performance is assessed across all elements of the executive officer's role as detailed in their job description and the domains of the balanced scorecard; i.e. Financial Management, People Management, Results and Behaviours.

The following model and descriptions articulate the domains of the balanced scorecard by which the executive officers' performance will be assessed. The weighting for the domains may be modified as necessary and/or agreed between the executive officer and their manager, and must not be less than 10%. However, for Business

Domains



Financial Management: the development, implementation and approval of budgets and financial plans to meet goals, targets and objectives of the Department;

People Management: effectively manage, lead, motivate and efficiently use people to deliver on Departmental priorities, goals and objectives;

Business Results: achieves agreed business results in line with strategic priorities, agreed timeframes and available resources;

Leadership Behaviours: the key behaviours in our CORE Values guide the way we work with each other and with those to whom we provide advice and services;

Development: outlines the key development activities to support achievement of the performance and development plan.

Using the **SMARTA** criteria (Specific, Measurable, Achievable, Relevant, Timely and Agreed), develop 1-2 goals/objectives that demonstrate the achievement of the agreed outcomes.

Results the weighting must not be less 25%.

PERFORMANCE & DEVELOPMENT PLAN

1 FINANCIAL MANAGEMENT		WEIGHTING: (min 10%)
<i>'the development, implementation and approval of budgets and financial plans to meet goals, targets and objectives of the Department'</i>		
SMARTA Goals & Objectives	Performance Measures	Agreed Outcomes
1.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
2.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

2 PEOPLE MANAGEMENT		WEIGHTING: (min 10%)
<i>'effectively manage, lead, motivate and efficiently use people to deliver on Departmental priorities, goals and objectives'</i>		
SMARTA Goals & Objectives	Performance Measures	Agreed Outcomes
1.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
2.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

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3 LEADERSHIP BEHAVIOURS **WEIGHTING: (min 10%)**
'the key behaviours in our CORE Values guide the way we work with each other and with those to whom we provide advice and services'

CORE Values	Performance Measures	Agreed Outcomes
<p>Collaboration & Knowledge Sharing</p> <ul style="list-style-type: none"> ▪ Effectively communicates Departmental strategy and policy <p>Outcomes</p> <ul style="list-style-type: none"> ▪ Ensures effective transition to a new government ▪ Regularly undertakes self-assessment of internal and external relationships to better deliver outcomes by the Department <p>Respect & Diversity</p> <p>Empowerment</p> <ul style="list-style-type: none"> ▪ Establishes strong staff input into strategy and business planning and review in each group 	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪

4 BUSINESS RESULTS *(Divisional Business plan to be attached)* **WEIGHTING: (min 25%)**
'achieves agreed business results in line with strategic priorities, agreed timeframes and available resources'

SMARTA Goals & Objectives	Performance Measures	Agreed Outcomes	
<i>As outlined in the Divisional Business Plan</i>			
DEVELOPMENT			
Development Objectives	Strategies & Actions	Anticipated Outcomes	Date
1.	<ul style="list-style-type: none"> ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ 	
2.	<ul style="list-style-type: none"> ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ 	
3.	<ul style="list-style-type: none"> ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ 	

<i>Executive Officer's actions and responsibilities</i>	<i>Manager's actions, support and strategies</i>
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FEEDBACK & ASSESSMENT OUTCOMES

MID-CYCLE REVIEW (December 2014 – January 2015)

<i>Executive Officer's comments (self-assessment)</i>	<i>Manager's comments</i>
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Executive's signature:

Date:

Manager's signature:

Date:

END-OF-CYCLE REVIEW <i>(June – July 2015)</i>	
<i>Executive Officer's comments (self-assessment)</i>	<i>Manager's comments</i>

Executive's signature:	Date:
Manager's signature:	Date: