

PROFESSIONAL DEVELOPMENT PLAN FOR	
POSITION TITLE	
FOR THE PERIOD	TO
REPORTING MANAGER	
COMMITTEE REPORTS	
PEER COLLEAGUES	

PURPOSE

The purpose of this Professional Development Plan (PdP) is to encourage and support your learning and development as a member of the MEDSAC team. The PdP has two interconnected objectives:

- To agree your professional development agenda and priorities, your commitment to that agenda and the level of development support which MEDSAC will provide; and
- To provide a basis for your annual performance review by agreeing with MEDSAC your expected contribution in your role.

The PdP focuses your agreed development and support requirements on three levels:

- **Enterprise Focus:** The development required to support and enable you in your particular role at MEDSAC as described in your Role Definition;
- **Career Focus:** The development of capabilities and skills not directly related to the performance of your role at MEDSAC but important for your longer term personal and/or professional development;
- **Personal Focus:** Particular elements of your own personal development which it is important to you that MEDSAC understand and acknowledge and have the opportunity to support;

This multilevel focus is consistent with MEDSAC's intention to work cooperatively with you for mutual benefit and recognises the need for a longer term and holistic view of your overall personal and professional development objectives.

However, MEDSAC support will focus primarily on development that enables you to perform your role safely and effectively. The level of that support, which must recognise MEDSAC's other organisational and financial commitments, may include a focus on specific role activities, sponsored training, conference, workshop, or seminar attendance, mentorship, leave or time off for research or study or to participate in other development activities etc.

It is important to recognise that you also have a responsibility to participate and contribute to your own development and in this respect, you should view this PdP as the basis for an active learning partnership with MEDSAC, which requires an investment by both parties. In this respect MEDSAC expects that you will invest some of your own time in contributing to the agreed enterprise, career or personal development goals, which are recorded in this plan.

PROCESS

This PdP should be completed in discussion with your reporting manager(s) as soon as practicable after joining MEDSAC and thereafter on an annual basis. The annual review of your PdP should include feedback from the Committee Chairs that you work with and your peer colleagues.

Ideally you should prepare the PdP by completing the Enterprise, Career and Personal sections and suggesting the development and support focus you would prefer. Once completed you should request a meeting with your reporting manager to discuss and finalise the PdP and gain agreement to your development agenda.

You are encouraged to see the PdP as a 'live' document and take the initiative to ensure that it is reviewed and updated on a regular basis to reflect any changes in your role, shifts in your development focus or any relevant changes in your personal circumstances. Please keep your manager informed and involved in this process.

On an annual basis the PdP will form the basis of a formal review of your performance. You, initiate this review process, in a timeframe agreed with your reporting manager, by completing the 'Staff Members Review Comments' sections of the PdP and then seeking feedback from relevant Directors and peer colleagues before presenting the completed document to your reporting manager(s) with your request for a review meeting. Your reporting manager(s) will then respond by completing their sections of the PdP, scheduling the review meeting and discussing your progress and future requirements.

It is important to understand that this review process is primarily focussed on your future. The review of your past performance will confirm the skills, capabilities and competencies you have developed and will help to identify the opportunities for your future development. Importantly the performance review process should not be confused with any review of your remuneration. While the review outcome, in terms of demonstrating your increasing experience and capability, may be one of the factors contributing to your remuneration review, the review focus is clearly on agreeing your professional and personal development agenda for the year ahead.

PART 1: ENTERPRISE FOCUS

Your expected contribution to the MEDSAC Strategic Agenda outcomes is reflected in the Position Activities and Performance Indicators detailed in your Position Description, which also describes the Core Competencies that you should be evident in your workplace behaviours.

Core Competencies	Performance Measures
<ul style="list-style-type: none"> • Effective leadership and people management skills; • Relevant and demonstrable experience in financial and administrative management and collaborative management of small projects; • Excellent oral and written communication skills; • Effective problem solver with excellent collaborative and relationship management skills; • Good understanding of marketing and communications disciplines; • Excellent research, planning and organisational skills; • Excellent public presentation skills; • Computer literate in all MS systems. 	<p><i>Performance feedback from Reporting Managers, Directors and peer colleagues</i></p>

Development and Support Requirement

Employee Review Comments

Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

Outcome Focus	Performance Measures
1. from role definition	<i>From role definition</i>

Development and Support Requirement

Employee Review Comments

Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

Outcome Focus	Performance Measures
2. from role definition	<i>From role definition</i>

Development and Support Requirement

Employee Review Comments

Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

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Outcome Focus	Performance Measures
3. From role definition	<i>From role definition</i>

Development and Support Requirement

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Employee Review Comments

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Other Directors, Committee Members and Peer Colleague Feedback

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Reporting Manager (Chair) Review Comments

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Outcome Focus	Performance Measures
4. From role definition	<i>From role definition</i>

Development and Support Requirement

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Employee Review Comments

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Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

PART 2: CAREER FOCUS

This section is to record areas of your professional development plan that do not directly relate to capabilities, skills or competencies required to achieve your MEDSAC role outcomes but for which you need MEDSAC support. It is expected that the focus of these development activities will be generally relevant to your current or potential role within the cultural sector and potentially beneficial to MEDSAC.

Development Focus	Outcome Expectation

Development and Support Requirement

Employee Review Comments

Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

PART 3: PERSONAL FOCUS

This section is to record areas of your personal development, which may or may not be relevant to your career focus or current or future role at MEDSAC. The reason for their inclusion in your PdP could be because MEDSAC should be aware of your commitments or that you need some particular assistance to enable this development.

Development Focus	Outcome Expectation

Development and Support Requirement

Employee Review Comments

Other Directors, Committee Members and Peer Colleague Feedback

Reporting Manager (Chair) Review Comments

PART 4: ADDITIONAL ACHIEVEMENTS

This section is to record areas of significant achievement which have not been included as a development or role outcome focus in this PdP and that you, or your reporting manager, Committee Chairs and/or peer colleagues consider demonstrate particular and perhaps new capabilities, skills or competencies which are important and relevant to your role at MEDSAC or your professional career or relevant for consideration of your future development focus.

Significant Achievements

Employee Review Comments

Reporting Manager (Chair) Review Comments

PART 5: SIGN OFF

We met to discuss the achievement of development objectives and the performance expectations recorded in this PdP. We have both had the opportunity to read and consider each other’s comments and we acknowledge that this PdP correctly records our individual views.

Confirmed

Employee	Reporting Manager (Chair)	Date