

## **SLIDE 1**

**Tuesday, 9 February 2021**

### **Corporate Responsibilities – Performance Management (30 Minutes)**

Effective performance management through regular, ongoing and meaningful conversation helps identify key deliverables and performance expectations, which supports your work and achievement of business objectives.

The aim of performance management is to:

- ensure graduates are clear about what is expected in terms of their business deliverables and observable workplace behaviours
- develop the performance of graduates and support them to use their strengths to achieve workplace goals.

## **SLIDE 2**

Together with your supervisor, you'll develop a Graduate Performance and Development Plan which will outline your key responsibilities, work goals and learning and development opportunities (this will occur within the first two weeks of you starting in your rotation).

This will occur with your supervisor in both Rotation 1 and then again in Rotation 2. Once you complete the Graduate Program, you will complete a Performance Development Plan with your new supervisor in your final placement.

You are expected to engage in regular performance discussions throughout your rotation. Closer to the end of each rotation, your supervisor will give you an overall appraisal and finalise your Graduate Performance Development Plan. It is expected that you will achieve a rating of 'Satisfactory' at the completion of each rotation.

Each appraisal will be incorporated into your overall probation report which is completed at the end of the program.

The Career Management page on the Agency's intranet site provides support for completing your Performance and Development Plans. The Entry-level Programs team and your supervisors are also available to assist.

I will now show you what to expect when completing the Performance and Development Plan.

### **SLIDE 3**

#### **Probation and Advancement**

Your employment is subject to an 11-month probation period.

It is an essential formal opportunity to assess demonstrated on-the-job suitability in the ACMA and the APS.

Throughout the Graduate Program, your performance, attendance, attitude and adherence to the APS Values and Code of Conduct will be observed and recorded.

Appraisals of your overall performance will be recorded at the end of each workplace rotation.

Subject to successful completion of the Graduate Program you may be advanced from an APS Graduate to the higher classification of an APS 4, as provided in the

Enterprise Agreement. In order to satisfactorily complete the Graduate Program you must:

- actively participate in two workplace rotations
- satisfactorily complete a probation period
- successfully complete the APS GDP
- attend all learning and development requirements: ACMA e-Learning and APS GDP activities
- achieve a 'Satisfactory' performance rating in each workplace rotation.

Where you do not meet the requirements of the Graduate Program, your employment may be terminated in line with section 29 of the *Public Service Act 1999*.

### **Professional Conduct**

You are expected to demonstrate professional conduct and appropriate behaviours throughout the Graduate Program. Your behaviour reflects upon you but also upon the ACMA. A number of courtesies you are expected to show include:

- attentiveness—it's expected you demonstrate a positive attitude to those around you, in meetings and training activities. Be engaged, alert and ask questions
- punctuality—ensure you're on-time to meetings, training and other work-related activities.
- preparation—be ready for anything. Become familiar with current topics relating to the ACMA and APS generally
- mobile phones—limit the amount of time you're on your mobile in the office. Keep the ringing volume down with a subtle ring tone.

### **SLIDE 4**

Questions?

> Actively participate in performance feedback conversations, listen to feedback, implement any tips and ask questions to clarify gaps.
> Be open to accepting feedback and recognise opportunities for further development. Discuss what support you need when necessary.
> Clarify to ensure common understanding. Remember that 'no surprises' is a principle of effective performance management.
> Check you understand expectations. Ask questions and ensure business outcomes remain on track.
> Take your managers communication style into account when receiving feedback.