

Personal Development Reviews (PDRs)

Personal Development Reviews (PDRs) offer an opportunity for all staff to step back from day-to-day pressures to discuss their role and responsibilities, reflect on the previous year's achievements and explore career progression. The annual PDR discussion is also a chance to gain feedback, identify objectives and priorities for the coming year and consider development needs.

We hope that all staff find the PDR scheme a positive and valuable means of integrating your personal career development aspirations with the objectives of the Department and the wider University.

If you are interested in attending PDR training or want to find out more about the PDR scheme, please contact the NDS HR Team: recruitment@nds.ox.ac.uk



Useful Resources

NDS Internet

www.nds.ox.ac.uk/about-us/bh

Springboard

<http://www.learning.ox.ac.uk/support/women/programmes/springboard>

Ad Feminam

<http://www.learning.ox.ac.uk/support/women/adfeminam>

Navigator

<http://www.mpls.ox.ac.uk/training/course-programme-for-graduate-students/navigator-development-programme-for-men>

Oxford Learning Institute

<http://www.learning.ox.ac.uk/>

Guide to Staff Development for Support Staff

<http://www.staffdev.ox.ac.uk/>

Medical Sciences Divisional Peer Mentoring Scheme

<http://www.medsci.ox.ac.uk/research/resources-for-researchers/divisional-peer-mentoring-scheme-for-research-staff>

Staff Learning Scheme

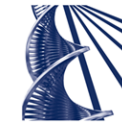
<http://www.learning.ox.ac.uk/scheme/>

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NUFFIELD
DEPARTMENT OF
SURGICAL SCIENCES



Career Progression and Support for Staff



Promotion within NDS

NDS promotion procedure aims to ensure that the department and University offer promotion opportunities to staff taking account of the individual's career profile and pathway.

Reward and Recognition Scheme

This annual scheme is for both Academic-Related and Support Staff and has two elements:

1. Awards for Excellence Scheme

The purpose of the Awards for Excellence Scheme is to recognise staff contributions to the work of the University/Department and to reward exceptional individual contributions.

The scheme recognises contributions over and above your normal responsibilities and rewards employees who have performed well in all the key areas of their jobs, and have consistently demonstrated exceptional performance, significantly above that which might reasonable have been expected for their grade.

2. Recognition Scheme

The purpose of the Recognition Scheme is to reward one-off contributions or examples of high performance by individuals or teams at any time (e.g. the delivery of an important departmental initiative or an idea that leads to a saving or service improvement).

Nominations for the recognition scheme should be made by managers and consist of a brief case to the Head of Department.

For further information regarding the above exercises, please contact the NDS HR Team: recruitment@nds.ox.ac.uk

Regrading

Regrading applications may be submitted at any time in the year. The request to regrade a post may arise from either the department or an individual where they feel that changes in the role are sufficient to require a review of the grade. The documentation for all regrading applications should be agreed with the Business Manager or equivalent prior to submission. The regrading process is the same for all staff currently in grades 1-9. regradings for staff in grade 10 are considered by the Senior Appointments Panel.

Recognition of Distinction

Recognition of Distinction is a promotion exercise that takes place annually and invites academic and senior research staff to apply for the title of **Professor**. The exercise is announced on the website, staff bulletin and the University Gazette.

The University also confers the title of **Associate Professor** (since 2014) and **University Research Lecturer** (URL) on senior postdoctoral scientists or fellows who have the academic standing expected of an Associate Professor.



Support for Staff

Mentoring

The Medical Sciences Divisional mentoring scheme involves the formation of peer mentoring circles, which will meet with a senior mentor four times a year. The aim is to support the development of Postdoctoral and Early Career Researchers across the Division by:

- Encouraging self-reflection
- Increasing networking opportunities through peer circles
- Providing access to senior staff members outside of the researchers' home department.

Mentoring is focused on long term career development e.g. planning for the next stage for those on fixed term contracts. However, mentees are encouraged to consider all areas of their lives and if the mentees request focus on a particular area e.g. balancing childcare, we will attempt to facilitate this in our selection of peer circles.

NDS also runs a departmental mentoring scheme for all staff and graduate students. Mentoring in NDS is a voluntary arrangement through which 'an experienced individual, outside the normal working relationship holds regular meetings and discussions and takes a personal interest in guiding and supporting the development of a less experienced person in progression within and beyond their immediate role.

All staff and graduate students with at least twelve months' experience in NDS or the University of Oxford has the opportunity to register to be a mentor.

If you are interested in joining either of the schemes as a mentor or mentee, please contact the NDS HR Team: recruitment@nds.ox.ac.uk