

Information Service Personal Development Review

Staff Member		Team	
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Line Manager		Senior Manager	
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Date and Time of initial meeting		Date and time of 6 month review		Date and time of final review	
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Assessment (to be completed at 12 months)	Not currently meeting expectations	Meeting expectations	Exceeding expectations	Outstanding
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Section 1 – Service Objectives

Information Service

- Ensure the service is aligned with customer requirements – PCC Staff have the technical tools and service they require to do their jobs effectively.
- Maximise the potential of Information Service workforce.
- Leveraging investment in strategic applications, infrastructure and information management.
- Keep the Council’s technical infrastructure secure and protected.
- Provide the tools that enable the Council to transform its business.

When developing the individual objectives you should consider the objectives in the IS Service plan, however not all individual objectives will clearly map back to one specific service objective.

Section 2 – Personal objectives

Objective outcome	Time scale	6 month review		12 month review		Personal Improvement Plan
		Self-assessment	Manager's comments	Self-assessment	Manager's comments	

Section 3 – Personal behaviours

Behaviour	6 month review		12 month review		Personal Improvement Plan
	Self-assessment	Manager's comments	Self-assessment	Manager's comments	
Focusing on Outcomes					
Basing Decisions on Evidence					
Teamwork and Co-operation					
Prioritising and Delivering					

Details of behaviours can be found in – Appendix 1.

Section 4 – Support and development

<u>Area</u>	<u>Comments</u>	<u>Actions agreed with Line Manager</u>
Aspirations		
Support (What could your Line Manager do to support you and remove barriers)		
Development (What activities could be undertaken as part of the personal development plan to build skills and improve performance)		
Key Achievements		

Signed.....	Signed.....
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Appendix 1 Summary of Team Behaviours

Focusing on Outcomes

- ◆ Identifies and deals with obstacles to success. Not deterred by setbacks.
- ◆ Anticipates/recognises changes in circumstances or recurring problems promptly and adjusts work arrangements accordingly.
- ◆ Clarifies own role/objectives and those of others. Takes ownership of given tasks. Uses initiative.
- ◆ Takes pride in delivering work of high standards.
- ◆ Does it once and gets it right.
- ◆ Learns from mistakes to improve future outcomes
- ◆ Seeks opportunities and improvements.
- ◆ Challenges poor behaviour

Basing Decisions on Evidence

- ◆ Takes fact-based decisions in uncertain situations or where information is incomplete.
- ◆ Communicates assumptions made and risks involved in understanding a situation.
- ◆ Breaks down complex situations into simpler or more understandable stages

Teamwork and Co-operation

- ◆ Polite/respectful to other people, teams and visitors.
- ◆ Involves or assists others on a timely basis.
- ◆ Asks for help

Appendix 3c

- ◆ Understand the position of others and agrees mutually suitable solutions. Can see things from the customers' perspective.
- ◆ Works hard to please internal and external customers. Goes the 'extra mile' to ensure delivery and satisfaction.
- ◆ Takes responsibility for actions

Prioritising and Delivering

- ◆ Prioritises objectives and plans work.
- ◆ Conscious about using resources. Tries to eliminate waste.