

Staff Generic Responsibilities Policy

Section 1 - Purpose

(1) This policy sets out the general responsibilities and management responsibilities for Charles Sturt University employees.

(2) The generic responsibilities are used for purposes such as recruitment and selection, induction, probation, performance management, academic promotion, and managing unsatisfactory performance.

Scope

(3) This policy applies to academic and professional/general staff of Charles Sturt University (the University).

Section 2 - Policy

Part A - General Responsibilities

Responsibility

(4) The employee:

- a. accepts and fulfils responsibility and commitments associated with their work
- b. acts in accordance with their legal requirements including, but not limited to, equal opportunity (including equity and diversity), work health and safety, risk management, recordkeeping, privacy and fraud (including academic fraud)
- c. acts in accordance with the [Code of Conduct](#) and relevant University plans, policies and procedures
- d. conducts all activities in an ethical and professional manner
- e. demonstrates behaviours that are aligned to the University's value statements, and
- f. respects and maintains confidentiality and privacy.

(5) Non-compliance with these responsibilities may result in the implementation of the disciplinary procedure for unsatisfactory performance, misconduct or serious misconduct.

Outcomes focus

(6) The employee:

- a. focuses on achieving performance objectives and team objectives that align with their organisational unit and University objectives
- b. follows approved University procedures to achieve objectives, and
- c. if appropriate, develops and implements innovative ideas, products or solutions to achieve objectives.

Job skills and knowledge

(7) The employee:

- a. demonstrates the knowledge and skills necessary to meet or exceed performance requirements for their duties and responsibilities
- b. uses job tools, resources and project management systems effectively and efficiently to complete tasks
- c. undertakes regular professional development to increase job skills and knowledge, maintain currency of skills and knowledge, and/or meet the changing needs of the organisational unit and University, and
- d. applies newly acquired knowledge and skills in workplace practices.

Quality and continual improvement

(8) The employee:

- a. strives for and produces quality work within given or reasonable time limits
- b. learns from experience and feedback, and actively seeks ways to improve or streamline current work practices and processes
- c. actively participates in the continual improvement process of planning, implementing, reviewing and improving their performance through the Employee Development and Review Scheme and
- d. is willing to assume new and/or different work assignments or modify work methods to accommodate the changing needs of the organisational unit and University.

Collaboration/collegiality

(9) The employee:

- a. actively participates in team-based, collaborative/collegial work (e.g. team activities/projects and/or committee work) and makes positive and constructive contributions to help the team achieve its objectives
- b. uses appropriate interpersonal styles, communication methods and courtesy/respect to work harmoniously, collaboratively/collegially and effectively with others (both inside and outside the team)
- c. shares information and resources with others to promote positive and collaborative/collegial work relationships, and
- d. develops, supports and strengthens networks, alliances and/or partnerships with others (inside and/or outside the University).

Student/customer service

(10) The employee:

- a. gives high priority to providing quality service and achieving student/customer satisfaction
- b. assumes ownership and responsibility for meeting the needs of the student or customer in a timely manner
- c. is courteous, considerate and respectful, and represents the University in a professional and positive manner
- d. follows University communication and cultural protocols, and
- e. follows approved University procedures to deal with complaints or resolve problems.

Part B - Management responsibilities

Managing work

(11) The supervisor/manager:

- a. establishes team objectives and priorities to align with and support the objectives and priorities of the organisational unit and University
- b. understands and communicates the relationship between individual, team, organisational unit and University objectives to staff
- c. regularly evaluates the team's objectives, plans, procedures and practices, and makes appropriate changes if needed, and
- d. defines and evaluates the team's achievements within the context of the University's objectives and priorities.

Managing people

(12) The supervisor/manager:

- a. provides appropriate work assignments/workloads, guidance, support, motivation, resources and professional development to:
 - i. enable staff to fulfil their duties/responsibilities and the performance objectives set in the probation period or Employee Development and Review period
 - ii. facilitate continual improvement
 - iii. maximise individual strengths to benefit the team, and
 - iv. help staff adapt to changes in the workplace
- b. uses the Employee Development and Review Scheme to:
 - i. clarify performance objectives and performance requirements
 - ii. regularly review performance and progress against the performance objectives
 - iii. fairly and consistently recognise employee performance that meets or exceeds requirements
 - iv. help improve areas of employee performance that are below requirements, and
 - v. manage unsatisfactory performance
- c. uses a flexible leadership style and adjusts their behaviour in accordance with the situation and employee needs
- d. facilitates and encourages open, two-way communication, and shares information with staff as appropriate, and
- e. fosters a culture of cooperation/collegiality, teamwork, reflective practice, continual improvement and learning, and responsiveness to change.

Managing technical and financial Resources

(13) The supervisor/manager:

- a. works with allocated resources to meet employee, customer, financial, physical, technological and information needs, and to optimise the University's performance
- b. makes responsible financial management decisions
- c. manages University resources in a responsible and environmentally sustainable manner, and
- d. manages risk through strategies such as identifying actual or potential risks, assessing their likelihood and consequence, and planning and implementing actions to treat or control the risks.

Section 3 - Procedures

(14) Nil.

Section 4 - Guidelines

(15) Nil.

Section 5 - Glossary

(16) Nil.

Section 6 - Document Context

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