

EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS

Employment Instruction Number 4

1. *Scope*

1.1. This Employment Instruction:

- a) sets out rules for developing and implementing employee performance management and development systems in accordance with the *Public Sector Employment and Management Act* (the Act);
- b) is issued in accordance with section 16 of the Act;
- c) is to be read in conjunction with, and subject to, section 24 of the Act; and
- d) is to be read in conjunction with Employment Instruction Number 3 (Natural Justice).

2. *Agency Procedure*

2.1. A Chief Executive Officer must develop and implement an employee performance management and development procedure consistent with the Act, its subordinate legislation and any relevant award or enterprise agreement.

3. *Employee performance management and development requirements*

3.1. The agency employee performance management and development system must:

- a) require that employees receive regular and relevant feedback on work performance and capability through timely and fair assessments;
- b) set and align agency and employee objectives to enable employees to work towards defined goals and outcomes;
- c) assist in the achievement of enhanced standards of work performance of an employee or class of employees;
- d) assist in identifying knowledge, skills, resources and training required for an employee to perform his or her assigned duties effectively;
- e) assist in identifying knowledge, skills, resources and training required for an employee's career development;
- f) identify requisite attitudes and behaviours consistent with the Principles of the Act, Code of Conduct, and agency values;
- g) require adequacy of supervision;

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- h) ensure employees are advised any relevant records collected can be used for other processes under the Act; and
 - i) recognise that a number of factors may impact on an employee's performance and development, including:
 - organisational factors, such as changes to job and work design;
 - interpersonal relationships within the immediate or work related area;
 - personal/family circumstances; and
 - medical conditions or a person's special needs.

4. Chief Executive Officer obligations

- 4.1. A Chief Executive Officer must take all reasonably practicable measures to:
 - a) ensure that employees are aware of, understand the purpose and application of, and participate in the agency's employee performance management and development system; and
 - b) ensure that supervisors responsible for conducting employee performance reviews have had adequate training on giving and receiving performance feedback within six (6) months of commencing a position where they will be required to perform this function.

5. Employee obligations

- 5.1. Employees have an obligation to familiarise themselves with the agency's employee performance management and development system and to constructively participate in the processes contained within.

6. Employee Records

- 6.1. Information gathered through an agency's employee performance management and development system forms part of an employee's employment record in accordance with section 17 of the Act and can be used for the purpose of managing an employee's employment in the Northern Territory Public Sector, including informing any decision taken or proposed to be taken under the Act (e.g. informing a recruitment selection decision or a disciplinary or inability decision).



GRAHAM SYMONS
Commissioner for Public Employment

11 July 2012