La Trobe University has a reputation for excellence.
To continue this into the years ahead, we need everyone in our organisation to align the work they do to support the Future Ready strategy.

The Future Ready strategy won’t be a success without your commitment. You add significant value to the organisation by supporting your staff in achieving their goals, developing your team’s capability to support the achievement of team goals and, of course, learning from their experiences and celebrating their achievements!

Our performance management and development framework, Career Success supports the achievement of the Future Ready Strategy through two key strategic planks – 1. Brilliant Basics and 2. The Culture Story. Career Success is a “Brilliant Basic” that provides a streamlined performance system and set of processes; and a vehicle for building a culture of high performance through the Accountable cultural quality.

La Trobe’s Culture Story outlines the four cultural qualities of Connected, Innovative, Accountable and Care. Career Success directly supports the Accountable Cultural Quality by holding ourselves and each other accountable for the goals we set out to achieve.

Our performance development framework is underpinned by the Accountable Cultural Quality.

Strive for excellence

Hold each other to account

Treat each other with respect

Take responsibility for our action

Career Success is about positioning your team members to be effective and achieve success in their role.

Your role in managing performance is more than entering data into a system.

It is about being clear about expectations for the year ahead, setting achievable and aligned performance targets and holding staff accountable for delivering results.

It’s about having meaningful conversations, providing regular ongoing feedback and supporting staff to take ownership for their professional development.

The Career Success Process benefits both you and the university. The Career Success Process benefits both you and the university.

As a manager, you can influence the effectiveness of your team and the contribution made to the overall performance of the University by:

identifying what success looks like

identifying and understanding the capabilities, knowledge and skills needed to achieve success

providing context around how different roles contribute to organisational performance and goals

supporting career development and ongoing learning

recognising and rewarding staff and improving team morale

Engagement in the Career Success Process is directly linked to promotion!

As a manager, you play a pivotal role in setting up staff for success – providing knowledge and guidance to improve performance and achieve successful results. However performance development is a two way street so it’s important to encourage your staff members to take ownership of driving their development.

By doing these things, you’re fulfilling a condition of your employment, helping the university ensure your work is aligned to Future Ready and balancing the university’s needs against your career aspirations.

The Career Success process provides a link between people and development. It is a critical part of the performance cycle, which comprises:

Goal Setting – goals are aligned to Future Ready and outline expectations for the next year

Progress Review – ongoing feedback and review against the goals and development activities that were set at the beginning of the cycle

Year End Review – review and assessment of overall performance for the year

Your active participation in each phase of the performance cycle brings the process to life and makes it meaningful for staff.

To facilitate the Career Success process, we’ve upgraded and streamlined the Career Success system to make it easier to set goals, identify capabilities and establish a development plan.

Use the system throughout the year to record your observations and to acknowledge staff achievements, by doing this it will make the process easier as you can recall real-life examples more readily.

Help and support is available on the Performance Development intranet page

So now, all you have to do is log into Career Success to see the upgraded system and start using it!