

# PAD1. Policy for Administrative Staff Development

## 1. Purpose

CITY ULE is fully committed to recruit highly qualified staff since its administrative staff is its most valuable resource. Their commitment, competence, enthusiasm and capacity to develop are fundamental to the successful achievement of the CITY ULE's current and future goals.

CITY ULE recognizes the vital importance of staff development and regards support for this as an investment both in its future and in the future of each individual member. CITY ULE encourages and supports the personal development of its members.

Administrative staff development is twofold:

- Enable administrative staff to effectively contribute to the achievement of the CITY ULE, departmental and individual student goals.
- Enable administrative staff to achieve individual work and career goals.

## 2. Administrative Staff Development

CITY ULE recognises its responsibility to encourage the personal development of its staff and supports every reasonable proposal by an individual member for training and development.

CITY ULE encourages and supports administrative staff to undertake courses and programmes and to attend seminars, lectures, workshops and other activities which are relevant to their individual work and progression and to those of the CITY ULE's strategic goals.

CITY ULE and its Departments organise their own specific training and development programmes either by calling external highly qualified speakers and trainers or by using its own administrative staff's expertise.

CITY ULE supports new administrative staff to adjust to the environment by offering any assistance and guidance needed, by offering training to each new member.

Finally, CITY ULE encourages and support administrative staff to participate in training and development in the following areas:

- Information/updating on institutional changes
- Management of resources (people, finance, physical, self)
- Enterprise and personal skills
- Student care and support
- Communications and interpersonal skills
- Computer applications and Web Services
- Generative AI