**CORPORATE SERVICES PERFORMANCE AGREEMENT**

***OPC’s Mission: Providing clear, effective and accessible Commonwealth law for all Australians***

This plan is for [name] for the period 1 July 2022 to 30 June 2023.

## DELIVER Plan

The Deliver Plan includes:

1. Organisational context (WHY) – provides an understanding of how your work supports OPC to achieve its objectives (refer to OPC’s Mission Statement and Values). Think about why your role matters and how it contributes to OPC’s success.
2. Key deliverables and milestones (WHAT and WHEN) - sets out the specific activities you are to deliver during the cycle, including when they are to be completed. Ideally, they should be measurable, realistic and achievable, and drawn from your role description (not repeating it). Choose between 3-5 items.
3. Key behaviours (HOW) - describes the key behaviours expected of you to contribute to OPC’s high performance culture. They are drawn from OPC’s Values and Capability framework.

### Organisational Context (Why)

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| *Replace this text with your own, describing in your own words how your role contributes to section, group and organisational goals and outcome.* |

### Key Deliverables and Milestones (What and When)

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| *Replace this text with your own.*  *TIP: When thinking about your deliverables consider:*   * *Some deliverables may be project-based activities with a clear customer and end date.* * *Others will describe key deliverables in relation to the ‘business as usual’ described in your role description. It is not intended that your role description is repeated here. Rather, your Plan should include key activities you undertake with clear deliverables and timelines, that is, what your role description looks like this year.* * *Ensure all deliverables include milestone dates.* * *Stretch goals may be included, which relate to your Grow Plan* |

### Key Behaviours (How)

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| I will work in a way that demonstrates the behaviors set out in the OPC Capability Framework.  Key behaviors I would like feedback on this year include:  In addition to these, key behaviours for me to focus on this year include:  *Replace this text with your own.*   * *This could be building on your areas of strength* * *Or building on your technical expertise* * *Or be drawn from the Work Level Standards* * *Or be an area to focus on, linking to your Grow Plan.* |

Agreement

Thanks for working with me on developing this performance plan. I appreciate your support in helping me to deliver on my work and agency goals as well as learn and grow.

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| ...................................................................... |
| Employee  ....../....../20.... |

Thanks for working with me on developing this performance plan. I am looking forward to working with you on achieving your professional goals and personal growth. You have my full support.

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| Supervisor  ....../....../20.... |

## GROW Plan

Think about:

* What are your development needs? Consider both your current role and what development you may need to meet your future career goals.
* What types of activities will help you achieve your development needs in the next 12 months?

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| My development needs for the next 12 months | Experience: Development I can do on-the-job | Exposure: Relationship based development I can undertake | Education: Formal training to support my development needs |
| *Replace this text with your own*  *List the development needs for your current role and/or to progress your career. Think about:*   * *Where you are now.* * *Where you want or need to be.* * *What you need to do to get there.* | *Replace this text with your own*  *List any on-the-job activities you can do to maintain or enhance your skills. For example:*   * *Lead or join a new project, working group or committee to expand your expertise and enhance your problem solving skills.* * *Undertake a challenging or complex task outside your 'normal work', to broaden your expertise as well build resilience and flexibility.* * *Observe, participate in or chair meetings to build strategic connections and improve your negotiation and communication skills.* * *Consider how others may assist you here too, eg your supervisor, senior leaders.* | *Replace this text with your own*  *List any relationship-based activities you can do to help maintain or enhance your skills. For example:*   * *Seek out coaching from your supervisor or a mentor (within or outside OPC).* * *Take on a coach or mentor role for someone else.* * *Shadow a co-worker or recognised expert to learn from others.* * *Participate in communities of practices.* | *Replace this text with your own*  *Identify the formal training you may need to do for your current role or to support your career aspirations. This could include:*   * *Participating in OPC's priority learning programs.* * *Undertaking a qualification or accredited course that may be required to do your job or is highly desirable for your role.* * *Attending an external conference or training course.* |

## SUPPORT Plan

The Support Plan is an informal agreement between you and your supervisor about how you will exchange feedback throughout the cycle. There are three elements:

* Feedback agreement - Records the agreement you have reached with your supervisor to ensure regular feedback conversations occur.
* Supervisor support – Sets out any support you would like from your supervisor in order to do your job well.
* Career conversation - assists in scheduling the career conversation.

## Feedback agreement

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| *Replace this text with your own*  *For example:*   * *Meet weekly to discuss progress on business as usual activities* * *Hold monthly feedback conversations to provide feedback on what is going well and anything that needs adjusting.* * *Meet at the end of key pieces of work to review how they went and what can be learned* * *The key is to make them regular.* |

## SUPERVISOR Support

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| *Replace this text with your own*  *For example:*   * *Provide me with regular updates from management meetings.* * *Help me identify opportunities to work on more complex issues.* * *Be available to be a sounding board for me about more complex problems.* * *Alert me to issues that are getting in the way of my success.* * *Assist to remove obstacles that are outside of my control.* |

## Career conversation

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| *Replace this text with your own*  This section documents when the career conversation will take place, and that it should include discussion (but not assessment) of performance, potential, aspirations, organisational fit and future opportunities; career goals; and development to support career goals as required by the Directions at 50. |

## additional comments

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| *Include any additional comments.* |