Executive performance and development agreement and assessment 2023-24

**Name:**

**Agency:**

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| **Agreement** | Signed[Insert Name][Insert title]Date: | Endorsed[Supervisor’s name][Supervisor title]Date: | Supervisor’s comments | Approved Name[Chief Executive Officer or delegate]Date: |
| **Mid-year review** | Signed[Insert Name][Insert title]Date: | Approved[Supervisor’s name][Supervisor title]Date: | Supervisor’s comments [ ]  High [ ]  Sound [ ]  Limited |
| **End of year assessment** | Signed[Insert Name][Insert title]Date: | Endorsed[Supervisor’s name][Supervisor title]Date: | Supervisor’s comments [ ]  High [ ]  Sound [ ]  Limited |
| **Final recommendation and approval** | Delegate’s comments [ ]  High [ ]  Sound [ ]  Limited | ApprovedName[Chief Executive Officer or delegate]Date: |

**Assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **Performance Objective 1: Whole-of-Government leadership and collaboration; stewardship of the sector** (collaboration to deliver benefits across the public sector)Your CEO/supervisor will address this Objective in their PDA. Consider how you will support them in collaborating with key stakeholders in all sectors to deliver outcomes. |
| **High Performance Outcomes:** *(tailor these examples, and add role-specific outcomes)***Examples:*** consult and collaborate on cross-cutting initiatives or actions particularly to support the government’s [objectives for the community](https://www.qld.gov.au/about/how-government-works/objectives-for-the-community).
* support the government in reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples, being Australia’s first peoples.
* actively support a public sector culture that respects, protects and promotes human rights.
 |
| **Evidence:** *(insert points in relation to your role)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **Mid-year review supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **End of year supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **Performance Objective 2. Organisational priorities** (Performance for own agency)
2. This is about agency specific delivery of priorities in line with agreed vision, strategy and planning
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| **High Performance Outcomes:** *(tailor these examples, and add role-specific outcomes)***Examples:*** delivery of government election commitments and Ministerial Charter letter commitments, demonstrating timely and effective delivery.
* delivery of strategic priorities, as set out in the strategic plan, workforce plan and equity and diversity plan.
* key projects delivered.
 |
| **Evidence:** *(insert points in relation to your role)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **Mid-year review supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year sup self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **End of year supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| **Performance Objective 3: Organisational financial management** (Performance for own agency)This is about agency specific sustainable financial outcomes and maximised public value |
| **High Performance Outcomes:** *(tailor these examples, and add role-specific outcomes)***Examples:*** establishing and implementing workforce and human resources planning and practices linked to the organisation’s strategic plan.
* services delivered within overall budget appropriation, including revenue, operating expenses and funded, controlled FTE positions – Budget Paper 2.
* a high standard of practice through governance and risk management.
* level of business continuity resilience focusing on responding and adapting to the complex and changing environment.
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| **Evidence:** *(insert points in relation to your role)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **Mid-year review supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **End of year supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Assessment ratings: Limited –** Partially meets expectations; **Sound –** Meets expectations; **High –** Far exceeds expectations

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| 1. **Performance Objective 4: Organisational leadership and culture** (Performance for own agency)
2. This is about fostering a high performing, customer centric workforce with an ethical and healthy workplace culture that reinforces trust in the sector
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| **High Performance Outcomes:** *(tailor these examples, and add role-specific outcomes)***Examples:*** foster a respectful and inclusive workplace culture in which all employees feel safe, valued, accepted and supported at work and can participate equally and free from unlawful discrimination.
* ensure the organisation’s training programs, policies and practices specifically promote and support a culture of respect and inclusion.
* drive a culture of integrity by championing the highest standards of ethical behaviour.
* positive performance management principles integrated into management practices and policies at all levels of the organisation.
* demonstrate a visible and proactive commitment to health, safety and workplace wellbeing.
 |
| **Evidence:** *(insert points in relation to your role)* |
| **Mid-year review comments:** | **Mid-year review self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **Mid-year review supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |
| **End of year achievements:** (include evidentiary sources)What:How: | **End of year self-assessment:**[ ]  High[ ]  Sound[ ]  Limited | **End of year supervisor assessment:**[ ]  High[ ]  Sound[ ]  Limited |

**Assessment ratings: Limited – Partially meets expectations; Sound – Meets expectations; High – Far exceeds expectations**

**Executive professional development plan 2023-24**

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| **Personal development priorities** |
| Self-awareness is critical to understanding your strengths and development areas, and to recognise the impact on your and your team’s performance. Consider your development priorities through the lens of the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland), and gain deeper insights into your leadership capability by participating in [LEAD4QLD](https://www.forgov.qld.gov.au/lead4qld-1). You are encouraged to think beyond courses and conferences for your development. Experiences, particularly those that involve significant personal challenge, bring valuable learning opportunities. Mentoring is an exceptional development opportunity that can have system-wide impact. You may seek out a mentor for yourself, as well as offer to mentor an emerging leader. For more ideas and suggestions about fit-for-purpose learning and development opportunities, view [career development](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development). |
| **Development priorities***Identify up to three leadership competencies as the focus for your development.* | **Learning and development actions** | **Review***When reviewing your development priorities, provide evidence of achieving/progressing your planned outcomes.* |
| **Example:****Fosters healthy and inclusive workplaces*** build confidence and trust as a leader who respects and prioritises people’s wellbeing
 | **Examples:*** have regular coaching conversations with my direct reports
* lead positive change in my organisation by considering our Working for Queensland survey results
* complete the Organisational leader modules in the online micro-learning program - [Everyday conversations for healthy minds](https://www.forgov.qld.gov.au/everyday-conversations-healthy-minds)
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***Note – it is recommended that any other executives (including those from other agencies) who support you in delivering Queensland Government priorities are provided with the relevant information from this plan, to ensure their agreements link to your plan***