

PARTICIPATION IN MANAGEMENT DEVELOPMENT PROGRAM POLICY

Preface

We aim to be a cohesive and effective organisation and a leader in standards of service. Supporting our staff by providing career opportunities is an important part of achieving these goals. Providing sponsorship for selected staff to attend management development programs supported by the NSW government, such as the Public Sector Management Program or Graduate Diploma in Public Administration at the University of Sydney, is one way of meeting these aims.

Purpose

The purpose of this policy is to formalise the office's commitment to providing staff with opportunities to develop public sector management skills and gain a tertiary level management qualification. These opportunities will form part of the office's equal employment opportunity obligations to provide career development.

The policy aims to recognise the contribution that staff have made to the office and their demonstrated potential to develop leadership and management skills.

Responsibility

The Ombudsman, statutory officers and team managers have responsibilities under this policy.

Legislative framework

Not applicable.

Definitions

For the purposes of this policy, a management development program is a management skills training course supported or sponsored by the NSW Government that involves long-term commitment by the participant, block releases of time to attend classes, sponsorship of a work-based project, and fees above \$2,500.

NSW Ombudsman policy number:	46
Policy originally created:	7 June 2004
Last reviewed / updated:	7 June 2004
Version number:	1
Related policies:	Performance management; equal employment opportunity
This policy does not supersede any other policy.	

Policy statement

Our office will consider sponsoring one applicant to a significant management development program each year. Sponsorship will generally include:

- payment of full program costs
- supporting the participant's attendance at program sessions
- assisting the participant to develop a work-based project proposal
- allowing work time to complete the work-based project
- comprehensively evaluating the work-based project report before it is submitted for assessment.

Study time will not be available to complete assignments.

The office will also consider supporting applications for meeting partial costs – for example, should an applicant be willing to pay course fees, the office could provide support by assisting with development of the office-based project.

Factors that will be taken into account when assessing applications for the management development courses are:

- skill level of the applicant
- likely future benefits for the office from the applicant completing the course
- applicant's prior contribution to the office
- applicant's potential to meet course requirements including completion of assignments and work-based project
- other training/development opportunities provided
- award of any other scholarship.

Priority will be given to applicants in permanent supervisory or management positions between grades 9/10 and 11/12, or other staff in a leadership role.

Because of the significant costs and resource commitments involved, approval for sponsorship will be given by the Ombudsman on an office-wide basis and is ultimately a matter for the Ombudsman or his/her delegate. There may be times when, for a variety of reasons, a decision is made not to sponsor a position. On request, unsuccessful applicants should be given reasons for the decision.

Ombudsman approval

A handwritten signature in black ink, appearing to read "B. A. Barbour". The signature is fluid and cursive, with a large initial "B" and "A".

Bruce Barbour

OMBUDSMAN

Procedures

Applicants seeking office sponsorship should submit an Expression of Interest (EOI) to the Ombudsman seeking approval to attend a course the following year, no later than 30 November. Later EOIs may be considered if the place has not been filled. The EOI should also include comments by the responsible team manager or statutory officer as to the applicant's suitability and availability to attend the course.

A committee consisting of two statutory officers will assess all EOIs for sponsorship, and recommend a shortlist to the Ombudsman.