UNIVERSITY of STIRLING

Senior Remuneration Committee
(Senior Support Staff) - Salary Review Scheme 2017

1. **Introduction**

The University is committed to the fundamental principle that the pay and conditions of employment of all members of staff are non-discriminatory and free from bias. In this respect the University will ensure that the pay and conditions of employment are determined fairly and equitably to ensure equal pay for work of equal value.

2. **Eligible**

   a. Staff who were promoted, or external appointments, a minimum of 12 months prior to the Remunerations Committee date.
   b. Staff on secondment from this University **will** be considered (through discussions with their employing institution).

3. **Non Eligible**

   a. Staff who have formally resigned prior to the meeting of the Remuneration Committee, and are working their notice period, will **not** be considered for a salary increase.
   b. Staff who have received an individual pay increase as a result of a successful out-of-cycle application less than 12 months prior to the Remuneration Committee date.
   c. Staff on secondment to the University of Stirling will **not** be eligible as this University does not pay their salary.

4. **Criteria**

The following gives details of the agreed criteria and indicators which should demonstrate a profile of Senior Administrative success, effectiveness or merit.

- Senior Administrative staff will demonstrate achievement against objectives set in their Achieving Success process and highlight other achievements in the following specific criteria areas (where applicable) on the attached proforma.

- All roles will provide institutional leadership, shaping and delivering a significant agenda, contributing to strategic review and development and exercising a high level of leadership and managerial responsibility over a specific range of activities/service provision. They will have a significant degree of autonomy and an expectation to determine and seek appropriate input, and gain agreement via consultation with senior management and other key parties and the governance structure of the University.

- There is an expectation that they will be the professional lead for their specialist area within the institution or identify and lead transformational change initiatives that shift the organisation towards its overall vision and aims. This will require a sharp clarity of vision and the ability to communicate strategy in a way that inspires ownership and motivates others to achieve. It is critical that the role holder demonstrates consistent and high level leadership skills and is influential both internally and externally, building trust, credibility and respect with all parties.

- Engagement and empathy with the academic environment, as well as awareness and understanding of current thinking and issues within the role holder's profession will be critical. In order to operate at this level there will be a requirement not only to analyse and interpret the internal and external environment and translate this, balancing what is right for the Department/Service and the University, but also to impact proactively on the internal and external environment, seeking to shape it in a way that is beneficial to the organisation and the HE sector. Significant knowledge and expertise across a broad range of areas will therefore be required as well as the ability to use this broad knowledge to achieve organisational effectiveness.

- Consideration for consolidated or non-consolidated award is predicated on evidence of sustained contribution and performance over and above the professional standards normally expected in role.

- This must be accompanied by the most recent Achieving Success documentation, which may itself contain the evidence required for the Committee's deliberation.

- The Committee may also consider awards to be made in respect of evidenced market-related positioning for retention purposes.

Exceptionally, Senior Administrative Staff may also be considered for salary progression <u>between reviews for market retention purposes</u>; this is dealt with through "Out of Cycle" process.

5. **Salary Ranges**

The salary ranges will be benchmarked with comparator universities and other public and private sector comparators to ensure that remuneration of Senior Administrators at the University remains competitive.

6. **Assessment Process**

6.1 The University Secretary/Service Director is required to complete the review proforma which can be accessed below.
Completed forms must be uploaded to HR via box.

6.2 The Assessment Process will be carried out by the Remunerations Committee under the Chairmanship of the Chair of Court.

6.3 Having reviewed all the information available, the Committee will make an assessment of each application.

7. Assessment Timetable

(i)   Completed Proformas to be received by **noon on Thursday 18 May 2017.**

(ii)   Senior Remuneration Committee meet on **Monday 19 June 2017.**

(iii)   Details of allocations expected to be released to staff within two weeks of the Remuneration Committee meeting.

UNIVERSITY *of* STIRLING

Name		Employee Number	
Service Area		Role title	
Line Manager		Date of application	

1. **Achieving Success**
   Please attach the past years fully completed Achieving Success form including all signatories to your box folder. Tick to confirm attached ☐

2. **Key Criteria**
   Please highlight other achievements in the following specific criteria areas since last review:

Institutional and Professional Leadership

Management

Innovation & Change

Other Special Project

University Secretary / Director of Service Supporting Statement / Assessment
Signature: Date:

Nomination Forms should be returned by noon on Thursday 18 May 2017 to HR via BOX.