



# Career and Professional Development: Registry



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## Professional Career Stream

Each job role has a Professional Stream

*(these are broad based and job titles will overlap)*

- Profile
- Profile
- Profile



## Critical Skills

These are vital **strengths**, traits and personal characteristics required to do the job well

## Critical Experiences

These are important **experiences** and opportunities which allow you to become competent in a role. Learning and development is usually on-the-job and may be supported by a mentor.

## Qualifications and Knowledge

These are the areas of **knowledge** required for a job role.

## Relationships and Networks

These are important internal and external **networks**.

## Personal Performance

These are behaviours all staff need to pay attention to in order to perform effectively

# Career Streams: Registry Overview



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## Professional Career Streams

[Educational Development](#)

[Educational Learning  
Technology Development](#)

[AQPO](#)

[CeDAS Teaching Fellow](#)

[Administration](#)

# Professional Career Stream: Educational Development



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	Educational Development Officer	Head of Educational Development
Critical Skills	<a href="#">Applying expertise and technology</a> <a href="#">Planning and organising</a> <a href="#">Presenting and communicating information</a> <a href="#">Writing and reporting</a>	<a href="#">Formulating strategies and concepts</a> <a href="#">Persuading and influencing</a> <a href="#">Deciding and Initiating Action</a> <a href="#">Entrepreneurial and commercial thinking</a> <a href="#">Leading and supervising</a>
Critical Experiences	Design and deliver training programmes/sessions Teaching in HE Working with PGR Technology enhanced learning techniques Writing case studies Facilitation Coaching and Mentoring Research in HE	Strategic project leadership Contribute to Royal Holloway policies Managing large collaborative projects Developing, leading and supporting College strategies Budget management Influencing priorities of other departments Team leading
Qualifications and Knowledge	Postgraduate study/PgCert in HE or equivalent recognition UK Professional Standards Framework Academic QA procedures Web tools and their pedagogical use PhD policies and procedures <a href="#">Royal Holloway Internal Coach CMI</a> SFHEA	Keep up to date about: developments in pedagogies; HE policies College governance structures/procedures HR policies and procedures Finance policies and procedures Equality and Diversity policies and procedures Health and Safety policies and procedures
Relationships and Networks	VP Education, Registry, Academic Departments, AQPO, CeDAS, Student Support, Careers, Library	Working Groups Peers in other Professional Services Relevant College Committees SMT, CEx
Personal Performance	<a href="#">WORKING WITH PEOPLE</a> ; <a href="#">RELATING AND NETWORKING</a> ; <a href="#">ADAPTING AND RESPONDING TO CHANGE</a> ; <a href="#">COPING WITH PRESSURES AND SETBACKS</a>	

Plan your professional development

# Learning and development



## 1. Use the Career Streams to:

- help you think about what you need **now** to do your job effectively and what you need to do in the **future** to progress
- identify other roles and areas of work within Registry that you may wish to move into when suitable opportunities arise

## 2. Use profiles to produce a Personal Development Plan

# Personal Development Plan



Producing a personal development plan calls for 70 percent of your development to consist of on-the-job learning, supported by 20 percent coaching and mentoring and 10 percent off-the-job training

## **1. Decide on your developmental goals, i.e. what are you trying to improve?**

## **2. For each developmental goal**

- Come up with 3 job-based projects or assignments that will help build this skill (See 'critical skills' and 'critical experiences')
- Come up with 2 ways you can work with someone, maybe a mentor or manager to build this skill (See 'critical networks and relationships')
- Come up with 1 formal book, conference, or other formal training experience that might support the development of this skill (See Knowledge/Qualifications)

## **3. Share your 70/20/10 plan with your manager**