

Officer Review Panel Report

Name: **Kimberley Pickett McAtackney**

Office: Activities Officer

Review period: 19/11/2018 to 19/02/2018

Effective Behaviours framework (Self-Evaluation) (Max 500words)

would like to firstly say that I think since the last Review Panel meeting happened, that I have learnt a lot about myself, and how I can improve personally and professionally. I have been having 1:1s with the Head of Activities, and we have been doing Performance Management style 1:1s to help me develop ready for when I go into professional industry.

Managing Self and Personal Skills

- Through the sessions I have had with Polly, she has helped me work through what way is best for me to help with managing my workload, emails and what I should be working on. I have created an action and project plan for everything I am working on, not only does this help me but helps staff.
- Delegating is something I am still working on, but I believe I have been so much better at doing this and ensuring all admin task have been passed over to the Administrators.

Working with Others

- I have started to create a project with the Societies Executive group on emerging issues within the Societies area. This has helped to engage and for me to be able to delegate to the team too.
- Something I have been working on in this section is, inviting, listening and respecting other views, this has been challenging because my personality type can mean I am quite defensive, especially when I am passionate about something.

Achieving Change

- One of my biggest projects for this semester is a review of all Society Documentation, this will help ensure that for the long term and for years on that there is less red tape and Societies Bureaucracy.
- I have been better at saying no when I need to, of course I try and maintain an open and honest relationship with staff but I have been better at ensuring my workload is thought about before I say yes to something.

Engaging with the big picture

- I believe I am good at ensuring I get feedback on topics I am working on by students, and staff. With the Society General meetings, I have been having, I have ensured that I gather feedback on general society concerns but also through specific topics too, such as; SU Priorities and Emerging Issues.

Communications and Visibility

- I think this is the section of the EBF that I have improved on the most, and I believe that staff and students would agree too. I have ensured that all changes, updates and things that I am working on have been communicated effectively, and that input has come from all areas and sections within the SU.

Effective Behaviours framework (Peer-Evaluation)

Positive Behaviours (Max 500 words)

- Kim has a good **work-life balance**, getting involved in shows, attending events and having some downtime outside of her role.
- In the Exec, we are always aware of what Kim is doing – her '**Area Updates**' are **clear, concise**, and get us up to speed with her priorities.

- Kim's **understanding and awareness of the SU** has been showcased on many occasions. As an example, she was able to easily recall any interactions she had with societies facing disciplinaries.
- Students are particularly **impressed** with the commitment to reducing plastic usage which was a key manifesto pledge.
- After a S1 mostly focused on The Edge, Kim has showcased her **commitment** to other areas of Activities – for example, her drive to cut the 'red tape' and simplify Society documentation. This also reflects a focus on **laying the foundations** for future officers.
- In meetings, Kim **represents the student voice** well – when raising points or student views she refers back to conversations with students, Society chairs, and the like.
- I can tell that Kim has made real improvements in **inviting others to speak and listening** in meetings and there's more engagement in the Exec due to this – more members are conversing and discussing.
- Kim shows a good level of **student engagement** with a large number of social media posts. The communication regarding the Edge meetings was particularly good.
- Kim has been able to **negotiate solutions for difficult situations** – for example, inviting an affiliation candidate, HypeBath, to present at an Exec meeting at the beginning to allow them to address some misconceptions about their work.
- **Preparation for meetings** has generally been good – especially being prepared to explain each agenda point that was added.
- **Feedback to relevant groups** (e.g. results of Exec affiliation decisions) has been prompt and well-explained (with the Exec CC'ed in to remind us of the decision too).
- **There have been clear attempts to reach out to the ISA** – a member from the ISA is now usually present in meetings and collaboration between the ISA and societies has increased as a result.

Behaviours that could be improved (Max 500 words)

- Some students feel that due to the **heavy workload** that Kim tends to place on herself, she can sometimes be quite hard to contact, particularly at the start of the semester. (They do understand, however, that this is likely temporary)
- With regards to **heavy workload**, Kim may benefit from showing **greater delegation**, particularly to members of Exec for some of the smaller things. Kim appears aware of this and it is something that we're working on this semester.
- With regards to **Exec meetings**, whilst Kim always says if she will be late, sometimes she doesn't give an indication of how late she will be. This isn't usually much of a problem but with limited time it can be difficult to re-address what we've gone through.
- Whilst this is clear in the Exec meeting, it would be nice to see some **more promotion or messages** about Kim's priorities for S2 – I'm not sure many outside the Exec know of the desire to improve society documentation, for example.
- Just generally, students don't seem that **aware** of some of the other manifesto points, apart from The Edge and desire to reduce plastic use. Kim may want to look **into other ways** to update people about her work.
- Whilst much of this is due to the staff turnover of the position, more could be done with the Societies Administrator to **organise and release agendas** and other material a little earlier.
- Whilst the Postgraduate Representative role was not filled during elections, making this more difficult, it would be nice to see some more visible **reaching out** to Postgrads – I feel this has been discussed less this year than previously.

Targets for the next three months

(This section shall be completed by the Review Panel chair after the meeting)