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ERASMUS STAFF TRAINING

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Institutional strategies on integration of staff training at universities

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Some Facts and Figures

- 9,700 employees
- of whom 6,900 are academic staff
- 92,000 students
- 12,600 graduates (in the year 2012/13)

Staff Training at the University of Vienna:

- 392 training courses (in-house 2013)
- 3,117 participations
(1,527 admin staff, 80% females)
- Spectrum of course offered: personal skills, communication, languages, leadership training, office management and IT...





Some Facts and Figures Team of the Research Services and Career Development



- 20 employees (65% females)
- All with acad. degrees (5 PhD holders)
- Coming from 7 different countries
- With study and/or work experiences in the following countries: Australia, Canada, Czech Republic, Belgium, Germany, France, Italy, New Zealand, Russia, Spain, Sweden, Switzerland, UK, USA
- With backgrounds in humanities and fine arts, law, social sciences, life sciences and natural sciences

We aim to utilize the team's diversity to the best possible effect.



We need professionals working in HEI



- Universities are actors in a **globalized** higher education market.
- Universities are facing an increasingly **diversified** student AND academic staff populations.
- Universities need **professionals** not only in teaching and research, but also in **administration and management**.
- Professional staff, although often invisible, is key and must be **continuously developed and trained inside an institution and the community**.



Our strategy on integration of staff training and development



- Identifying those specific competencies which are required to meet organizational objectives in an international environment.
- Establishing a balance between recruiting specific skills with diversified backgrounds while effectively developing existing talent.
- Encouraging networking and formal as well as informal contact with colleagues at home and in other HEIs.
- Ensuring access to practical "hands on" training and practice and inter-collegial exchange.
- Involving staff in designing training and development programmes.



Our strategy on integration of staff training and development

- Using short-term secondment to an institution which may have more or different experience in specific areas.
- Encouraging visiting staff to stay with us in our office for longer periods (one month +).
- Involving our institution in European and trans-European activities.
- Making use of European funding opportunities to establish new tools for our own and our partners benefit.



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Aims of PRIDE



- **Collection and analysis needs and good practice**, focusing on the different roles and responsibilities of administrative staff in doctoral education
- **Handbook** for the professionalization of administrative staff. The handbook will include a number of good practices, a set of hands-on tools and guiding principles to foster professional development at universities. This handbook should become a valuable source of information for university leadership, middle-managers as well as administrators who want to enhance their competences.
- **Training course for the professionalization of administrative staff**, consisting of modules for formal qualification according to specific administrative tasks and positions. These training modules will serve as one of the major vehicles to disseminate and exploit the project's results.

Conclusion



- We see **new roles and identities** of a growing number of staff associated with broadly based institutional projects.
- It requires to **recruit staff with specific competencies** in order to meet our organizational objectives.
- We must **recognize transferable skills** of our graduates.
- We need **tailor-made staff training for the continuous professional development** to sustain successfully as universities in the 21st century.
- The **PRIDE project** aims at contribute to better and tailored training offers to **professionalize our staff working in doctoral education.**

A Personal Experience

“The staff exchange programme gave me the possibility to get a whole new perspective on topics I deal with every day, which then helped me improve my daily work back home. I also came home with lots of great new ideas I could implement at my home office.”

Allison O'Reilly





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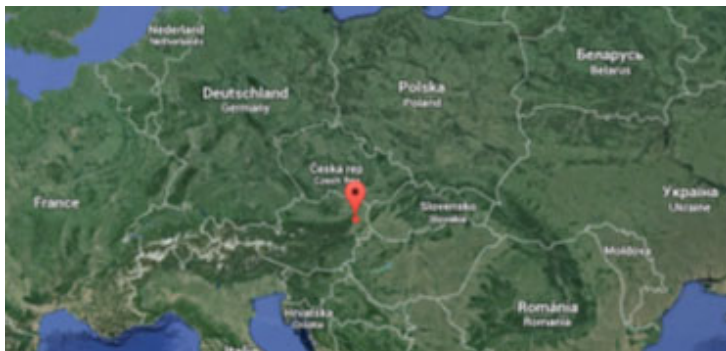
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