# Aurora Programme 2023-2024: Application Guidance

**Application Window: Monday 19th June 2023 to Friday 14th July 2023**

## About this document:

This guidance is to help you prepare your Aurora application, which must be submitted via the MS Form Aurora application form. The MS Form does not allow you to save your progress, this word document can help you draft and save responses before submitting.

The programme is delivered through events, guest speakers, knowledge sharing, mentoring, action learning, and self-directed study – to ensure your learning has a more enduring impact. ***Please note: Aurora will be delivered predominantly online. There will be one face-to-face venue day, and an action learning day hosted by a delegate’s University.***

Aurora is always a very popular programme with limited places available **so applications may close early if places are filled** - we will let colleagues know via the Aurora [webpage](https://leadershipandprofessionalpractice.leeds.ac.uk/home/leadership/leadership-development/aurora/) if this happens.

Applications will be assessed based on the criteria below and the completed information provided by the potential participant and their line manager. Ensuring each of our faculties, and a number of our professional services areas are represented is also a consideration. Applications will be reviewed by a University-wide panel. Confirmation will be communicated week commencing 1st September 2023.

We welcome applications from all areas of the university, including academic, professional services and technicians. We particularly welcome applications from groups that are under-represented in leadership positions at the University including, but not limited to, Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Aurora is open to women, including cisgender women, transgender women, and non-binary colleagues who would find a programme designed to address the underrepresentation of women in HE leadership relevant to their experience.

## Criteria

* Able to attend all programme dates (please see below for more information)
* Is at or above lecturer level but has not reached Associate Professor Level, or at Grade 6-8 in professional services.
* Has had a conversation with their line manager.
* Application has been endorsed by their line manager
* Career trajectory will require demonstrating leadership skills, recently moved into a leadership role, or shows visible capacity and ability for progression into a leadership role within the next 5 years.
* Articulated how attending the programme could address personal leadership challenges
* Articulated how the programme aligns with their personal development and leadership aspirations
* Application is received by 14th July 2023

## Programme Dates

Dates for 2023-24 are below. University of Leeds supports places on one of three cohorts, and you must be able to attend all programme dates.

There is some flexibility for online sessions, so if you are unable to attend a particular workshop, we can transfer you do a different cohort to accommodate teaching or other commitments. There is no flexibility for the in-person session once you are registered on the programme.

Face-to-face sessions will be held in Birmingham or Leeds. We cannot guarantee a place on your preferred cohort, so if there are any circumstances that would impact your ability to attend the programme dates or travel to the face-to-face sessions, please indicate this in your application form when prompted.

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| --- | --- | --- | --- | --- | --- |
| **Workshop** | **Cohort 1** | **Cohort 2** | **Cohort 3** | **Time** | **Delivery** |
| Introduction  | Wednesday, 17 January 2024 | Wednesday, 28 February 2024  |  Wednesday, 13 March 2024  | 10:00-12.30 | Online  |
| Identity, Impact and Voice  | Wednesday, 24 January 2024  | Wednesday, 6 March 2024  | Wednesday, 20 March 2024  | 10:00-15:00 | Online  |
| Core Leadership  | Tuesday, 27 February 2024  | Thursday, 11 April 2024  | Friday, 19 April 2024  | 10:00-15:00 | Online  |
| Action Learning Set 1  | Tuesday 12 March 2024  | Thursday, 25 April 2024  | Wednesday, 1 May 2024  | 10:00-15:00 | Online  |
| Politics and Influence  | Tuesday, 9 April 2024  | Tuesday, 14 May 2024  | Friday, 24 May 2024  | 10:00-15:00 | Online  |
| Adaptive Leadership Skills  | Tuesday, 30 April 2024  | Thursday, 6 June 2024  | Thursday, 13 June 2024  | 10:00-15:00 | Online  |
| Your Future in HE  | Tuesday, 21 May 2024  | Tuesday, 11 June 2024  | Wednesday, 19 June 2024  | 09:30-16:00 | Face to Face |
| Action Learning Set 2  | Tuesday, 4 June 2024  | Thursday, 11 July 2024  | Thursday, 18 July 2024  | 10:00-15:00 | Delegate's Self-Host |

## Information required

Before starting this application, please make sure you have the following information:

* Completed line manager endorsement.
* Confirmation from your department that they are happy to part-fund and/or fully-fund your place
* A budget account code (required for cross-charging)
* Your staff ID number (as found on your payslip)
* Answers to the application questions

More details on these can be found below. All information must be submitted via the MS Teams form, and all the above must be included for the application to be considered complete. **Incomplete applications will not be accepted.**

## Line Manager Endorsement

Before applying, you must have a conversation with your line manager, and discuss the items in the ‘Line Manager Endorsement Form’ (see below). Your line manager must then complete the supporting statement, including:

* Comment on criterion 5 (Career trajectory will require demonstrating leadership skills, recently moved into a leadership role, or shows visible capacity and ability for progression into a leadership role within the next 5 years).
* Explain how Aurora supports your leadership development.
* Explain how the department will support your participation and learning during Aurora.

Supporting participation and learning *might* include:

* [Required] Allowing time to attend the programme and related development activity, such as mentoring.
* Discussing learning in 121 meetings.
* Supervising another member of staff.
* Training a new member of staff.
* Leading on a project, or departmental change.
* Joining a committee, working group or decision-making group.
* Leading meetings.
* Attending meetings with senior colleagues they haven’t had exposure to previously.
* Developing a departmental or team strategy.
* Attending networking events.
* Negotiating with internal or external stakeholders.

## Funding

Fees for 2023/24 are £975. OD&PL part-funds a limited number of places each year. OD&PL covers 40% (£390) of the programme fees, the remaining 60% (£585) being met by the applicant's work area. We cannot part-fund every available place on Aurora however, many areas choose to fully fund additional places. Please discuss this with your line manager and find out whether your department is happy to fully or part-fund your place on Aurora.

You will also need to provide a budget account code with your application for the purpose of cross-charging.

All travel costs to be covered by the participant's area of work.

## Application Questions

**Section 1**

* Name
* Role Title
* Faculty and School/Professional Services Area

**Section 2 (Maximum word count 1,200 for the whole section)**

* How could Aurora address your personal leadership/career challenges? (What are you recognising about yourself and how will the programme help you?)
* How does Aurora align with your personal development and leadership aspirations? (What has been identified in your SRDS/AAM?)
* How will Aurora positively impact your area of work, who you work with, and the University? (How will you transfer what you learn about yourself? What would be different?)
* Following the programme, how could you support fellow/future Auroran’s, and colleagues? (What could you contribute towards/share?)
* What internal and/or external development opportunities have you undertaken in the last 12 months? How did you implement your learning?
* All Aurorans are expected to work with a mentor during the programme. Please indicate what topics/development areas you would benefit from mentoring on.

**Section 3:** See ‘Annex 1: Line Manager Endorsement Form’

**Section 4**

* Indicate whether the place will be part and/or fully funded by your department
* Account Code
* Are there any special circumstances we should be aware of that may impact your participation in Aurora? (e.g. reasonable adjustments we should consider, circumstances that would make travelling to locations outside North of England particularly challenging.).

## Annex 1: Line Manager Endorsement Form

**To be discussed and completed jointly by staff member and line manager:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 = Limited, 2 = Inconsistent, 3 = Consistent, 4 = Advanced | **1** | **2** | **3** | **4** | **Not Known** |
| Aware of and demonstrates leadership behaviours, skills and knowledge |  |  |  |  |  |
| Able to identify and overcome barriers/challenges faced in the role constructively |  |  |  |  |  |
| Demonstrates confidence in leadership settings/leading opportunities |  |  |  |  |  |
| Able to build collaborative and mutually supportive networks/relationships  |  |  |  |  |  |
| Has engaging, impactful communication and influencing skills  |  |  |  |  |  |
| Has an understanding of the culture and politics of UoL and the HE sector  |  |  |  |  |  |

**For completion by the Line Manager:**

**Name:**

**Position:**

|  |
| --- |
| ***Line Manager:*** *Please provide a supporting statement for this application*Please comment on:* Criterion 5 (Career trajectory will require demonstrating leadership skills, recently moved into a leadership role, or shows visible capacity and ability for progression into a leadership role within the next 5 years)
* How Aurora supports your staff member’s leadership development
* How the department will support the staff member’s participation and learning during Aurora
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