

SSP accountability matrix

	Applications	Communications	SSP Committee	Document management
Applicant	<ul style="list-style-type: none"> Ensure eligibility requirements are met Completed all application requirements Obtain HoS support & endorsement Obtain approval for special circumstances where appropriate 	<ul style="list-style-type: none"> Discuss their proposed SSP application with their Head of School Apply in writing to the DVC (A) for any recognition of prior service or special circumstances 		<ul style="list-style-type: none"> Provide all required documentation to support the application e.g. Previous SSP report, Head of School statement form, etc Submit commencement form a minimum of 6 weeks prior to commencement of SSP
HR	<ul style="list-style-type: none"> Collate applications and forward to SSP Convenor Maintain documents and save in Content Manager (CM) 	<ul style="list-style-type: none"> Publish SSP procedure Publish dates Provide supporting documents 		<ul style="list-style-type: none"> Save all relevant documentation in CM on behalf of SSP Convenor
Head of School	<ul style="list-style-type: none"> Provide support and endorsement via HoS recommendation form 	<ul style="list-style-type: none"> Communicate Head of School recommendation outcome to applicant 		
SSP Convenor	<ul style="list-style-type: none"> Collate SSP Committee Recommendations 	<ul style="list-style-type: none"> Provide recommendations to Executive Dean Advise SSP applicants of the outcome of their application in writing 	<ul style="list-style-type: none"> Convene the Faculty SSP Committee (If required) Appoint someone within the faculty to assist with administration e.g. minutes, meeting invites, distribution of documents. etc. 	<ul style="list-style-type: none"> Ensure all relevant documentation is sent to HR Service Centre for saving in CM
SSP Committee	<ul style="list-style-type: none"> Assess applications Provide recommendations to the SSP Convenor 	<ul style="list-style-type: none"> Provide assessment outcomes to Convenor 	<ul style="list-style-type: none"> Participate in SSP Committee meeting 	
Executive Dean	<ul style="list-style-type: none"> Endorse committee recommendations 	<ul style="list-style-type: none"> Communicate endorsement of recommendations to SSP Convenor 	<ul style="list-style-type: none"> Nominate a SSP Convenor 	
DVC (A)	<ul style="list-style-type: none"> Consider and approve special circumstances requests 	<ul style="list-style-type: none"> Communicate special circumstance assessment outcome to SSP applicant 		

