

## NHLI ARC Guidance Forms

*“Annual Review Conversations are an essential part of NHLI’s commitment to supporting staff development, and they play a vital role in our continued success. These conversations offer a moment to pause and reflect, not only on performance and objectives, but also on wellbeing, career aspirations, and what each person needs to thrive. They are an important opportunity to connect with colleagues and support their development in a meaningful way. I would therefore ask you all to make the time to engage fully in this process.”*

Prof Barbara Casadei, Head of NHLI

The NHLI ARC Guidance forms were developed following working group discussions on how best to strengthen the ARC process and ensure that staff wellbeing, career development and career support are part of these conversations. The forms are intended for use by all line managers and may be especially useful for new line managers or those managing staff in a different job family.

### **NHLI ARCs Process:**

- Occurs annually between February and April
- Staff submit ARCs online and line managers schedule a time for the meeting
- Staff summarise the meeting and agree on actions with the line manager
- Completed ARC forms should be submitted via: [ARC Form Online](#) and also to [NHLI ARC Inbox](#) (nhli.prdp@imperial.ac.uk)
- NHLI guidance forms are available for all job families: Academic, Clinical Academic, Independent Research Fellows, Professional Services (PTO), Technical (PTO), Postdoctoral research staff and Teaching Fellows

### **College ARC Resources:**

- [College ARC Guidance](#)
- [ARC Toolkit](#)
- [ARC Managers question bank](#)
- [ARC Skills Training](#) (should be completed by all line managers)

### **Feedback:**

If you want to provide feedback on these guidance forms, please submit to the [NHLI Suggestions Box](#)

## NHLI ARC guidance – Professional Services staff (PTO) - 2026

### Discussion points

#### **Career progression** including:

- Future ambitions and plans
- Development needs (future) and use of development days
- Internal contributions including Committee membership, Faculty or College contributions
- Usage and knowledge of:
  - Mentoring through College mentoring scheme
  - College training courses and apprenticeships
  - PA & Administrator Network (PAAN)
  - Professional Research Investment and Strategy Manager (PRISM) Network
  - Job shadowing and secondment opportunities

#### **Team management (if applicable):**

- Progress and career development of team members
- Wellbeing of team members
- Any challenges arising

#### **Personal wellbeing:**

- Workload management
- Support for any health or wellbeing concerns
- Support or resource needs to fulfil role

#### **Courses and development:**

- Imperial Essentials courses
- Staff courses

## RESOURCES

### GENERAL

- [NHLI Resources Poster](#)
- [Suggestion Box](#)

### HEALTH AND WELLBEING

- [Staff Support](#)
- [Student Support Zone](#)
- [Resilience and stress management resources](#)
- [Confidential Care](#)
- [Occupational Health](#)
- [Disability Advisory Service](#)

### CAREER DEVELOPMENT

- [Staff courses & Programmes](#)
- [Early Career Researcher Institute \(ECRI\)](#)
- [Clinical Academic Training Office \(CATO\)](#)
- [Mentoring and coaching](#)

### STAFF NETWORKS

- [Faculty Teaching Fellows](#)
- [NHLI education exchange](#)
- [PTO admin network: PAAN](#)
- [PTO manager network: PRISM](#) (Community of Practice)
- [Technicians network](#)
- [Women at Imperial](#)
- [Academic Women Association \(AWA\)](#)