Workplace Principles Policy

Purpose

The purpose of this policy is to:

- define principles that reflect how Unitec wants to work in both its teaching and non-teaching spaces as it redevelops its campus from 53 hectares to 10 hectares.
- express the theme underlying the broader site development: create a community where people can "Live, Learn, Play and Earn".
- express the approach to collaborative spaces inspired by the Marae concept of shared use.
- provide principles on which Workplace Design Guidelines can be based.

Scope

This policy applies to all Unitec staff, contractors and students and to all new and refurbished workplaces.

Policy Statements

These principles are established under the Te Noho Kotahitanga principle of Mahi Kotahitanga, Unitec's affirmation that a spirit of generosity and co-operation will guide all of its actions.

Principle 1: Open-plan working environment

The open-plan working environment provides communal activity areas adjacent to team desk neighbourhoods. Large collaboration 'hubs' encourage group communication and interaction. Fostering chance meetings to share ideas with colleagues is vital to collaboration and innovation. The open-plan environment will help reduce the chance of a particular group becoming isolated unintentionally by the physical separation that multiple enclosed offices and walls can introduce. Space needs will be reduced.

Academic and professional needs and activities will be considered, for example, storage requirements, confidentiality, marking and research, privacy for conversations and phone calls.

Principle 2: Shared collaborative and quiet spaces

Creating various communal and collaborative 'hub' spaces that can be used for multiple purposes is the basis of modern working environment design. Groups no longer 'own' particular facilities because such facilities are now situated in a communal space to be shared by multiple teams or organisations. Teams blend together with no physical separation, such as screens or walls. Instead, particular work requirements dictate the delineation of space, so there are specific spaces for high-concentration work and contemplation and obvious collaborative 'hub' spaces where staff and students can interact and socialise with ease. This collaboration can extend nationally and internationally via IT infrastructure.

Principle 3: Utilisation of technology

Staff need the right tools in order to do their jobs effectively. The use of new technologies should be encouraged wherever practical and achievable. This will include training staff in the effective use of new technologies.

Academic and professional workspaces will adapt to implementation of e-learning, bring your own device and cloud applications (technology strategy).

Principle 4: Mobility and adaptability

The desk is no longer considered the only viable work setting. Dynamic working environments embrace a wide range of technologies, spaces and settings that encourage areas for high concentration work, discussions and collaboration to achieve the best delivery of service – the organisational culture is focused on deliverables and not simply staff being present at their desks.

People move freely to do the things they need to do without risk of coming up against physical barriers.

Principle 5: Consistent design

Staff move while the furniture stays in place. A fixed, generic layout will be designed to maximise the efficiency of the floor plate. A consistent, generic workplace design enables staff to adjust and move to a different space more quickly and reduces the cost and time involved in the shift.

Consistency of design within Learning and Teaching and student services spaces has a number of benefits, such as simplifying user training, simplifying the maintenance process and providing a more reliable learning experience. Unitec should design all new spaces with consistency in mind. The use of standardised lecterns, software, furniture and fittings would help to reduce the risk of surprises when staff enter a learning or service delivery space.

Principle 6: Choice of workplace settings

The design of the open-plan working environment should be dynamic enough to enable staff to choose from a range of work settings. Staff should be encouraged to use mobility-enabling technologies to give them the flexibility to use the whole building or the 'rest of the world' as their work point.

No single area can suitably cater to every activity. Occupants within workspaces will seek out areas that support the purpose of their mahi. Shared workplace arrangements will reduce space needs.

Principle 7: Safe and secure environment

Unitec is committed to providing safe, secure and accessible work environments for all staff and students. It will consider the needs of people with disabilities in the design and fit-out of the working environment. Once relevant security access has been granted, the open-plan working environment provides easy access to most areas within the premises.

Principle 8: Maximise utilisation before increasing floor space

In any expansion, Unitec should first maximise the use of current floor space before acquiring additional area. Utilisation rates of physical spaces can be increased by expanding timetabled teaching and learning hours, service delivery hours and the notion of workplace.

Some roles may be able to work in a more flexible manner and may not need an assigned traditional desk for use throughout the day. If this type of new behaviour is supported, the current area could allow for staff growth without the need to build or lease additional space.

Principle 9: Pedagogy drives learning and teaching spaces and relevant student services

Future Unitec Learning spaces need to be designed to support a range of learning experiences, such as collaborative complex conversations, inquiry led and socially constructed activities. Our new spaces must be welcoming environments that support the embedding of mātauranga Māori through principles such as Ako and Tuakana Teina. These sustainable spaces need to support the blending of the online and face to face aspects of learning, provide connections to industry and be suitable for the delivery of relevant student services. Six learning space types that will cover the majority of teaching requirements once the new learning and teaching models are in place across the institution.

These multi-purpose learning space types are:

1.   Collaborative Lecture Theatre
2.   Collaborative Learning Space (computer on wheels spaces and flexible spaces)
3.   Simulation Lab
4.   Workshop
5.   Presentation Space
6.   Computer Lab

Learning and Teaching and service delivery spaces will be flexible to cater for an evolving range of programme and service offerings.

Accreditation requirements will be included where that is a requirement of Unitec's Leaning and Teaching programme.

Principle 10: Specialised spaces designed as required

Most learning experiences will be supported by the six learning space types mentioned above. However, there will be the need for a number of other specialised spaces to support highly specialised and practical types of learning and teaching. Student services, academic and professional staff may also need specialised spaces. As these are not flexible, multi-purpose spaces, they shall be kept to the minimum required and wherever possible, take their design cues from collaborative, generic spaces.

Associated Procedures

There is no associated procedure.

Unitec Workplace Design Guidelines are based on these principles. This document includes design guidelines, stakeholder engagement expectations and practical applications of the guidelines. This document is a reference guide intended to be used by Unitec staff, architects and designers working on new and refurbished buildings for Unitec.

Reference Documents

- Oldfield, J., Purton Jones, J. (2016) *Designing New Learning Spaces at Unitec*. Unitec: Te Puna Ako
- NZ Government Property Management Centre of Expertise. (2014). *Workplace Standards and Guidelines for office space.*
- Unitec Institute of Technology Te Whare Wānanga o Wairaka. (2016). *Workplace Design Guidelines.* Unitec.

Approval Details

Version number	2.0	**Issue Date**	7th September 2017
Version History	Date of amendment/s: 3 October 2018	**Amendment/s:** Minor wording and job title changes.	
Consultation Scope	Key stakeholders consulted in the review of this policy: • Glenn McKay - Tumu Tauwhirowhiro Maori & Executive Director - Student Experience • Luis Trullols - Development Manager, Strategic Property • Annette Pitovao - Director Student Success • Hamish Martin - General Manager, Information Management Services • Catherine Hughes - Head of Social Practice • Julie McGregor - Partner, Learning and Development • Clint Hill - General Manager, Health & Safety • James Oldfield - Digital Learning Lead, Te Puna Ako Updates to this policy should consider Unitec's accreditation requirements. Some of the relevant external bodies for consultation may include: IT Professionals NZ Education Council Osteopathic Council of NZ Social Workers Registration Board NZ Veterinary Nursing Association Nursing Council of NZ Medical Radiation Technologists Board		
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Policy Sponsor **(Has authority to approve minor amendments)**	Executive Director, People and Safety	**Policy Owner**	Executive Director, People and Safety
Contact Person	Executive Director, People and Safety	**Date of Next Review**	1st June 2020

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