

## **Unitec Terms of Reference**

### **Staff Teams Advisory Rōpū (STAR)**

#### **1. OVERALL PURPOSE/OBJECTIVES**

Our role is to partner with Unitecs' Executive Leadership Team (ELT) to inform strategic and operational direction to strengthen the 'staff voice' in decision making. The STAR objectives are to:

- Work with Murray Strong and the Commissioners Advisory Group (AdCom)
- Commit to open and transparent dialogue with ELT and AdCom
- Ensure the 'staff voice' informs all decision making
- Provide feedback to staff following STAR meetings
- Champion and support the ELT and AdCom in providing quality education
- Foster collaboration with ELT, AdCom and wider staff
- Provide support to ELT and AdCom by
  - Delivering timely constructive and solutions-focused feedback to ELT and AdCom on recommendations shared with and by the Group
  - Promoting information shared by ELT and AdCom to the Unitec community
  - Constructively discuss with ELT and AdCom issues that reflect the Group's objectives and which do not circumnavigate Unitec's policies and processes
  - Operate proactively and be ideas driven

#### **2. PRINCIPLES OF ENGAGEMENT (POE)**

STAR will use Te Noho Kotahitanga values to engage with staff, ELT, AdCom and each other:

- Rangatiratanga – Authority and Responsibility
- Wakaritenga – Legitimacy
- Kaitiakitanga – Guardianship
- Nohotahi – Co-operation
- Ngākau Mahaki – Respect

#### **3. TERM**

STAR is effective from 1<sup>st</sup> October 2018 and will be reviewed on/or before the 30<sup>th</sup> April 2019 (Term)

#### **4. MEMBERSHIP**

- Membership of STAR will be reviewed at conclusion of the Term.
- A chair will be appointed and that appointment will be reviewed annual
- STAR undertakes to seek counsel from non-members where specialist skills may be required to carry out its objectives.

#### **5. ROLES AND RESPONSIBILITIES**

The members of STAR are collectively committed to achieving the objectives through the POE and individually, acknowledge and agree; they will:

- attend all scheduled meetings or nominate a proxy from within the Group
- champion STAR within Unitec
- promote the sharing of STAR's official channels to staff and peers for communication and information

- be provided with complete, accurate and meaningful information in a timely manner
- be given reasonable time to provide feedback to inform key decisions
- be alerted to potential roadblocks that can impact progress
- commit to open and honest dialogue in fostering communication with ELT and AdCom

**6. MEETINGS**

- Meetings will be held every three weeks
- If required full group or sub-group meetings will be arranged outside of these times at a time convenient to group members

**6. AMENDMENT, MODIFICATION OR VARIATION**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by STAR at conclusion of the Term

**7. COMMUNICATIONS TO UNITEC STAFF**

STAR activities will be advised to staff with announcements made via the NEST and the weekly Pou Tukutuku

Reviewed: 10 October 2019