

Human Resources Business Partner

Action Plan 2020

Unitec Priority	Team Priority	Action and Timing
Improve the success of all learners, achieving parity for Māori, Pacific and under 25s by 2022, enhancing international learner success and serving the educational needs of West, Central and North Auckland communities	Build strong partnering relationships across Unitec with a focus on learners and staff needs Rangatiratanga - Authority and Responsibility	<ul style="list-style-type: none"> Elevate HRBP team profile across the business, incorporating the wider HR team, e.g. incorporate HR team members (HR Services, Recruitment, L&D) to monthly leadership meetings, include wider HR team in presentations and workshops – <i>on-going</i> HRBPs to be key members of department leadership team meetings and provide source of HR knowledge and support - <i>on-going</i> Attending lectures (4 per year), Student Pōhiri's (4 per year), Open Day and Graduation participation – <i>on-going</i> Support priority group champions, e.g. Kaihautū, Pacific Success Navigators, UPC and Student Success team - attend and participate in "I see me" initiatives and student events (4 per year) TEU collective bargaining – assist with business case and negotiation support where required Proactive relationship with Unions – Attend catch-ups, give heads up on potential issues early to enable timely resolution
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One status	Best practice delivery to contribute toward a Category One culture of excellence Mahi Kotahitanga – Co-operation	<ul style="list-style-type: none"> Review and update the Employment Relations folder structure and refresh the suite of Investigation and Disciplinary guidelines, templates / letters – <i>by Q3</i> Review and update suite of HR policies, procedures and guidelines, e.g. Working from home guidelines, Disciplinary & Performance Management process, Parental Leave process and Wellness at Work policy – <i>by Q2</i> Successful remuneration review completed within budget and all Line Managers are versed in process and any issues resolved prior to cut off dates - <i>by Q2</i> Build suite of HR workshops. Content for 4 workshops to be written and approved and signed off by 30 April. Quarterly delivery to upskill staff capability and consistency across the business, e.g. Performance Partnering (<i>by Q1</i>), Managing Poor Performance (<i>by 31 July 2020</i>), Managing Absences (including sick, illness, injury or absenteeism) (<i>by Q3</i>), Disciplinary Investigations (<i>by 31 October 2020</i>)

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Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning	Engage and inspire staff so that they are proud to work at Unitec and are equipped with the capabilities to support quality learning Wakaritenga – Legitimacy	<ul style="list-style-type: none"> • Coaching and guiding Line Managers through consistent performance management and Employment Relations processes and issues. Enhance the Business Partner model by providing best practice guidance in a timely and efficient manner - <i>on-going</i> • Te Reo – attend appropriate selection of programmes and complete badging, to understand and incorporate Mātauranga Māori into everyday practice - <i>by Q3</i> • Partner with Sustainability and Wellbeing team and other key stakeholders to support Wellbeing strategy and initiatives across the business, e.g. attend Mental Wellness Sessions – <i>by Q2</i> • Familiarise with Maori, Pacific and International success strategy / student success strategy / research strategy, e.g. complete International Code of Practice, invite Research Partner to provide overview to team – <i>by Q2</i> • Increase staff engagement – actively facilitating action plan workshops with Schools and Support areas, support leaders in implementing action plan and providing visible changes as a result, e.g. Increase awareness of resources and process, such as the Speak Up Process and provide overview of common themes from surveys – <i>on-going</i> • Ensure consistent approach to ADEP achievement level evaluations. Provide coaching and guidance to Senior Managers for confirmation of achievement levels and achievement review guidelines to line managers – <i>by Q2</i>.
Build a financially sustainable organisation to invest in the future with an operating surplus by 2022	Develop an enterprising mind-set of financial sustainability, looking for opportunities constantly Kaitiakitanga – Guardianship	<ul style="list-style-type: none"> • Reflect on and share learnings with team on complex HR matters – <i>commit to monthly review</i> • Elevate Line Manager awareness of proactive performance management leading to positive financial effects, e.g. Effective performance and leave management – <i>on-going</i> • Support on-line Casual Timesheet process implementation – <i>during 2020</i> • Provide input and ideas into ITP HR – <i>on-going</i> • Proactive partnering with schools – eg: guest lecturing – <i>on-going</i>