

# HR Services 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	<p><i>Build strong partnering relationships across Unitec with a focus on learners and staff needs</i></p> <p><b>Rangatiratanga - Authority and Responsibility</b></p>	<ul style="list-style-type: none"> <li>• Attending lectures (4 per year), Student Pōhiri's (4 per year), Open Day and Graduation participation – on-going</li> <li>• Attend 'I See Me' presentations and demonstrate involvement in HR Services practices in making this initiative successful. Develop partnership with priority group champions, e.g Kaihautū, Pacific Success Navigators, UPC and Student Success team and support their initiatives - attend student events (4 per year)</li> </ul>
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One status	<p><i>Best practice deliver to contribute toward a Category 1 culture of excellence</i></p> <p><b>Mahi Kotahitanga – Co-operation</b></p>	<ul style="list-style-type: none"> <li>• DocuSign – complete testing and implement for offer documentation. Allied (Professional) Staff offers implemented by Q1, along with any changes made following feedback. Management and Academic – completed by 30.04.20</li> <li>• Email auto alerts for end of fixed terms to Manager, HRBP and Employee. Scope project and requirements by end of Q1 and implement by 30 July 2020</li> <li>• HR Dashboard – Scope of requirements by end of Q1, Department split by end of Q2, Look and feel and testing completed by end of Q3, Full completion by end of Q4</li> <li>• AskHR forms review. Detailing pain points, options to improve with recommendations and timeline – completed by 30 June 2020</li> <li>• HR pages on the Nest. Revamp and update by 30 June 2020</li> <li>• Process improvement – Tuition Fees – review, simplify and change policy and communicate accordingly by 30 April 2020</li> <li>• Employment checks for staff – process and system all operating with required checks complete within required timeframes (at 3-year requirement) - report quarterly</li> <li>• AskHR requests processed and sent out to staff within 24 hours of receipt. Measured through Access Database.</li> </ul>

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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	<p><i>Engage and inspire staff so that they are proud to work at Unitec and are equipped with the capabilities to support quality learning</i></p> <p><b>Wakaritenga - Legitimacy</b></p>	<ul style="list-style-type: none"> <li>• Customer service survey for HR. Space to comment on each group – Recruitment, Payroll, HR Services, HRBP's. By end of Q2</li> <li>• Te Reo – attend full suite of programmes and complete badging, to understand and incorporate Mātaranga Māori into everyday practice - by Q2</li> </ul>
Build a financially sustainable organisation to invest in the future with an operating surplus by 2022	<p><i>Develop an enterprising mind-set of financial sustainability, looking for opportunities constantly</i></p> <p><b>Kaitiakitanga - Guardianship</b></p>	<ul style="list-style-type: none"> <li>• Disciplinary Filing – design system to ensure all disciplinary documents are copied onto Personnel file once investigation is complete. By Q3</li> <li>• Reduction of paper used. AskHR's saved online and change management of new process completed by Q2</li> <li>• All old files from Building 17 sorted and sent offsite to storage by 1 March 2020</li> </ul>