

Inwards Goods / Copy Centre

Action Plan 2020

	Unitec Priority	Team Priority	Action	Timing
RANGATIRATANGA Authority & Responsibility	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.	1. Ensure quality service and response to organisations needs, on time and within budget. 2. Regularly meet with the Heads of School and Directors to ensure that service levels are set and met. 3. Support moves of staff for the Priority Moves in a timely, positive manner. 4. Copy Centre level of service and core business delivery agreed and successfully implemented.	Q1/Q2 Q2 Q1/Q2 Q2
MAHI KOTAHITANGA Co-operation	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.	1. Resource all areas to the right standard, and to agreed service levels. 2. Review current assets to ensure they are fit for purpose and meet the needs of students and staffs 3. Have all conversations with integrity and try to find an outcome that delivers on everyone's needs. 4. Challenge the status quo in order to find smarter ways of doing things.	Q1 Q4 Q4 Q4
WAKARITENGA Legitimacy	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 they are proud to work at Unitec and are equipped with the capability to support quality learning.	1. Further enhance team culture that delivers on Unitec values. 2. View things from our colleagues and our learners shoes when making campus decisions. 3. Resource all areas to the right standard, and to the agreed service levels focussing on a cost centre philosophy rather than profit centre.	Q4 Q4 Q2
KAITIAKITANGA Guardianship	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	1. Consolidate Inwards Goods to core campus and implement pick ups from a central point. 2. Use resource across all areas to ensure in peak times extra casual resource is reduced and there is collaboration between support areas Inwards Goods / Copy Centre 3. Develop and implement Asset Management Plans for the fleet 4. Practice SMART procurement.	Q1 Q4 Q1/Q2 Q4