

Unitec Diversity & Inclusion Rōpū

Terms of Reference: February 2020

1. Purpose/Objectives

- Act as a trusted advisor to the Executive Leadership Team, providing guidance and recommendations on diversity and inclusion initiatives
- Support and enable the development and implementation of a Diversity & Inclusion Strategy
- Partner to design and implement pragmatic actions/initiatives that help us achieve the goals of the Diversity & Inclusion Strategy
- Align and connect staff and organisational networks* that actively promote diversity and inclusion

2. Guiding Principles

- Led by the values of Te Noho Kotahitanga
- Closely aligned to Manaakitia te Rito, Unitec Renewal Strategy and Priority Group Success Strategies
- Intersectional – acknowledge and aim to encompass all dimensions of diversity
- Pragmatic – start from where we are and work with the resources we have
- Aim to align, connect and nurture existing networks and explore/create new opportunities
- Evidence-based – about making a measurable, meaningful difference
- Ensure voices and perspectives are heard equitably
- Continuously apply reflective practice
- Recognise that we are learning our way and will make mistakes; what is important is that we own, acknowledge and learn from them
- Recognise that we do not and cannot represent all dimensions of diversity; and actively seek to bring other voices (individuals/groups) to the table to deepen and broaden our perspective
- Leverage our connections and networks and share knowledge/learning
- Share the load – everybody gets involved and contributes to the mahi
- Make recommendations as a trusted advisor to ELT but final decisions rest with ELT

3. Structure & Membership

- An Executive Sponsor and Kaitiaki will be in place
- There will be a Chair for each hui and all members are invited to take up this role
- Members are encouraged to commit to the Rōpū for at least 12 months
- Membership of the Rōpū will be reviewed every 6 months
- The Rōpū will agree on a selection process for the appointment of new members as required

4. Roles & Responsibilities

- The Executive Sponsor will
 - Advocate for and champion the mahi of the Rōpū
 - help to remove barriers, facilitate progress and secure resource where required
 - ensure ongoing strategic alignment
 - act as conduit between the Rōpū and the Executive Leadership Team
- The Kaitiaki will
 - Advocate for and champion the mahi of the Rōpū
 - Support and enable the mahi of the Rōpū – act as central point of contact, facilitate progress against goals, support members and help to facilitate the mahi of working groups as required

- Coordinate hui, agenda, minutes and actions arising
- Draft communications and reports for Rōpū review as required
- The Chair (for each hui) will
 - Facilitate hui and ensure all have the opportunity to speak
 - Liaise with the Kaitiaki on hui, agenda, minutes and actions arising
- Members will
 - Advocate for and champion the mahi of the Rōpū
 - Attend hui as regularly as possible and contribute to the discussions
 - Be willing to participate in or contribute to additional activities on occasion (eg. meetings, working groups, etc)
 - Share knowledge, experience and connections with the Rōpū (to the extent they feel comfortable doing so)

5. Hui/Meetings

- Hui will be monthly for the first 6 months then reviewed as the mahi of the Rōpū progresses
- Duration will typically be 1.5 hours but may be shortened or extended on occasion if required
- Hui will typically be held at Wairaka/Mt Albert Campus but may shift to Waitākere on occasion
- The minimum number of members required to hold a regular hui (ie. the quorum) is 50%
- The Rōpū may invite others (eg. staff, internal or external partners) to attend hui on occasion where appropriate and for specific reasons, however members who cannot attend hui are requested not to send a proxy as this can be disruptive to the continuity of the Rōpū
- Additional hui/workshops may be held if required for specific reasons – eg. for smaller working groups, to respond to emerging issues, etc. Where this is the case every attempt will be made to schedule these at a time and location convenient to Rōpū members.
- Agenda and minutes for all regular hui will be circulated via email and stored in a shared directory accessible to all members

6. Communication

- Email will be used to circulate agendas, minutes, documents among the Rōpū.
- A Diversity & Inclusion Rōpū Group has been set up on Yammer for general discussion and sharing of ideas, information, resources. Access is restricted to Rōpū members.
- Rōpū activities may be shared with staff via Nest posts and weekly Pou Tukutuku email newsletters
- A Diversity & Inclusion page will be established on the Nest and will include information on the membership and activities of the Rōpū

7. Self-Evaluation and Reporting Requirements

- The Executive Sponsor will provide regular informal updates to the Executive Leadership Team on the progress and activities of the Rōpū
- The Rōpū will undertake self-evaluation on a regular basis (at least every six months) in a format to be agreed
- The Rōpū will formally report to the Executive Leadership Team on progress against objectives/strategy on a regular basis (at least every six months)

8. Amendments to Terms of Reference

- May be amended in writing at any time after consultation & agreement by the Ropu (decision & rationale to be captured in minutes)

* Staff and organisational networks that we are currently aware of include the following. This is not an exhaustive list as there may be other informal staff networks that we are not aware of.

- ALLY Network
- Women's Network (formerly Women in Leadership; currently under review to be refreshed/relaunched)
- SOAR (Spirituality Oversight Advisory Rōpū)
- Staff Networks
 - Te Roopu Mataara / Māori Staff Network
 - Pacific Staff Network
 - Muslim Group (staff & students)
 - Indian staff?