

# HR Services Action Plan 2021

Unitec Priority	Team Priority	Action and Timing
<b>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 Tāmaki Makaurau</b>	Build strong partnering relationships across Unitec and Tāmaki Makaurau with a focus on learners' and staff needs.	<ul style="list-style-type: none"> <li>Participate and undertake Te Noho Kotahitanga workshop and/or agreed alternatives to embed our values into daily practice – all 2021 badging requirements completed</li> <li>Partner with Schools including support of content delivery to students – throughout 2021</li> <li>Collaborate with MIT HR Support functions to share practice and start aligning approach across Tāmaki Makaurau as appropriate – throughout 2021</li> <li>Partner with Health &amp; Safety / Facilities / Sustainability / Wellbeing and other key stakeholders to ensure that a collaborative approach is taken and approaches and initiatives are aligned – throughout 2021</li> <li>Contribute to Te Pūkenga strategy as appropriate – 2021 and beyond</li> </ul>
<b>Provide high quality learning, teaching and applied research to develop work-ready lifelong learners</b>	Apply best practice HR to support the facilitation of high performing staff across the organisation.	<ul style="list-style-type: none"> <li>Ensure compliance with police vetting checks is completed following robust processes in accordance with agreed timeline. Embed the new process into BAU by April 2021</li> <li>Build our suite of DocuSign templates to include internal offers including secondments by Q2</li> <li>Launch HR Dashboard to the organisation by Q2 and ensure ongoing maintenance is completed as required</li> <li>Collaborate with IT to implement improvements to AskHR forms in accordance with 2020 requirements by end of Q2</li> <li>Collaborate with the wider People team and Marketing to redesign 'People' section of the Nest as identified in 2020 by end of Q3</li> <li>Process improvement – Identify current processes for enhancement including Long Service and Person of Interest – ongoing</li> <li>Maintaining SLA for AskHR's and general requests (Measured and monitored through Access Database) – ongoing</li> </ul>
<b>Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</b>	Support and contribute to providing staff with quality development opportunities to increase staff engagement and staff capability	<ul style="list-style-type: none"> <li>Partner with HRBP's / Recruitment / L&amp;D to support the success of People Workshops throughout 2021. This will include facilitation and co-facilitation of workshops as per Nest schedule (<a href="#">People Management Workshops -The Nest (Staff Intranet) (unitec.ac.nz)</a>)</li> <li>Support the roll out of the I See Me – Employee (Employment Brand / Engage and Inspire) project through update of HR Template Suite – by June 2021</li> <li>Attend HR Lunchbox sessions for development (input as required) at least quarterly throughout 2021</li> <li>Collaborate with Recruitment and Wellbeing to develop and implement (as required) an outplacement programme offering by end of Q3</li> <li>Self manage maintenance of physical and mental wellbeing including recognising individual work life balance needs, and maintain a fun environment with scheduled and surprise events – throughout 2021</li> <li>Build new and existing relationships within the People team – throughout 2021</li> </ul>
<b>Build a financially sustainable organisation to invest in the future with an annual operating surplus</b>	Develop our understanding of the business and support strategies contributing to financial sustainability and the Tāmaki Makaurau approach	<ul style="list-style-type: none"> <li>Collaborate with the records management team to scope and implement online filing system for remaining hard copy Personnel files by end of Q3</li> <li>Implement more effective and efficient ways of working e.g. email expectations, short and impactful meetings - ongoing</li> <li>Exposure to different parts of the business to enhance understanding e.g. shadowing, sitting in - ongoing</li> </ul>