

Goods, Transport & Copy Centre Action Plan 2021

| Unitec Values | Unitec Priorities | Team Priorities | 2021 Actions | Measures & Timing |
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| RANGATIRATANGA Authority & Responsibility | Improve the success of all learners, achieving parity for Māori, Pacific and under 25's by 2022, by enhancing international learner success and serving the educational needs of Tāmaki Makaurau. | Build strong partnering relationships across Unitec and Tāmaki Makaurau with a focus on learners and staff needs. | <ol style="list-style-type: none"> 1. Te Reo incorporated into forms and documentation. 2. Ensure all staff undertake TNK workshops and embed our values into daily practice. 3. Ensure quality service and response to organisations needs. 4. Collaborate with MIT to share best practice and ensure alignment with Tāmaki Makaurau approach. 5. Support staff moves for the priority moves program in a positive and timely manner. | <ol style="list-style-type: none"> 1. Forms, website, social media updated by Q2 2. Participate collaborate and lead (where required) in all relevant groups Q1-Q4 3. All staff complete TNK badging to next level Q4 |
| MAHI KOTAHITANGA Co-Operation | Provide high quality learning, teaching and applied research to develop work-ready lifelong learners. | Best practice delivery towards a culture of excellence. | <ol style="list-style-type: none"> 1. Regularly meet with Heads of School to ensure service levels are set and met. 2. Early and consistent engagement with stakeholders delivering core business activities to support schools / support staff. 3. Collaborate with relevant teams to resource all areas to the right standard and agreed service levels. | <ol style="list-style-type: none"> 1. Positive feedback from key stakeholders / staff Q1-4 2. Maintain service level agreements Q1-Q4 3. Process improvement Q1-Q4 4. Innovation / strive to do things better and continually improve |
| 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. | <ol style="list-style-type: none"> 1. Further enhance team culture that delivers on Unitec values. 2. Increase team professional development options / attendance. 3. Ensure wellbeing options and flexible workplace practices are accessible for all team members where possible. | <ol style="list-style-type: none"> 1. Staff survey participation rates maintained or improved Q1-Q4 2. Building new and existing relationships with schools / support staff Q1-Q4 3. Maintain physical and mental wellbeing of staff Q1-Q4 |
| KATIAKITANGA Guardianship | Build a financially sustainable organisation to invest in the future with an annual operating surplus. | Develop an enterprising mindset of financial sustainability, looking for opportunities constantly. Develop an understanding of the business contributing to financial sustainability in the Tāmaki Makaurau approach. | <ol style="list-style-type: none"> 1. Best practice stock taking and procurement methods to be applied. 2. Continue with moves of staff into a refurbished BIO8 as per property strategy. 3. Budget achieved by year end with monthly reporting requirements met. | <ol style="list-style-type: none"> 1. New stocktaking documents created for Copy Centre Q2 2. Cost savings achieved where applicable Q1-Q4 3. Process mapping (operations manual) commence development for departments Q1-Q2 4. Succession plan Q3-Q4 (based on operations manual) |