

Te Pūkenga opportunities for work – Guidelines September 2021

Requests from Te Pūkenga for staff to engage in various streams of work are increasing, and Unitec and MIT support staff are taking every opportunity to contribute constructively to the development of Te Pūkenga. In order to coordinate these opportunities, manage the impacts on our workload, and provide transparency to maximise how we can contribute through these points of engagement, ELT have approved new protocols as follows.

Protocols for engagement other than advertised secondments:

- Anyone who receives a request from Te Pūkenga for staff involvement should log the request via TPEngagement@unitec.ac.nz or TPEngagement@manukau.ac.nz.
- These requests will be logged on the TP Engagement Register, and distributed to the relevant ELT Member for action.
- Where the request is for a specific person, the Exec will discuss with that person and their manager.
- Where the request is not for a specific person, then the relevant leaders at Unitec and MIT will discuss whether to nominate one person covering both institutions, or one person from each institution, in which case efforts will be made to ensure their skill sets, knowledge base etc. will be complementary rather than duplicative.
- Responses will be sent to Te Pūkenga and also lodged in the TP Engagement Register.
- Approved points of engagement will be communicated to all staff in order to maximise everyone's opportunity to link in.

Protocols for advertised secondments only will be managed as per [THIS FLOWCHART](#)