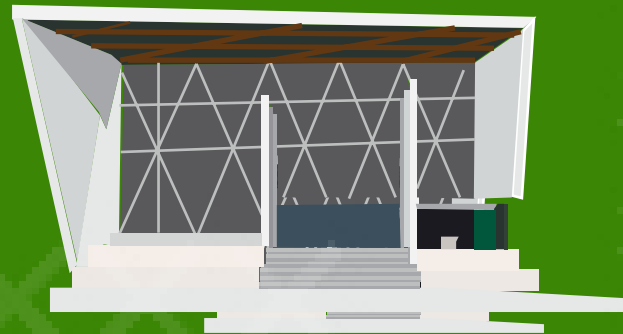




NAU MAI, HAERE MAI
WELCOME TO UNITEC



We're really excited to have you join the Unitec whānau!

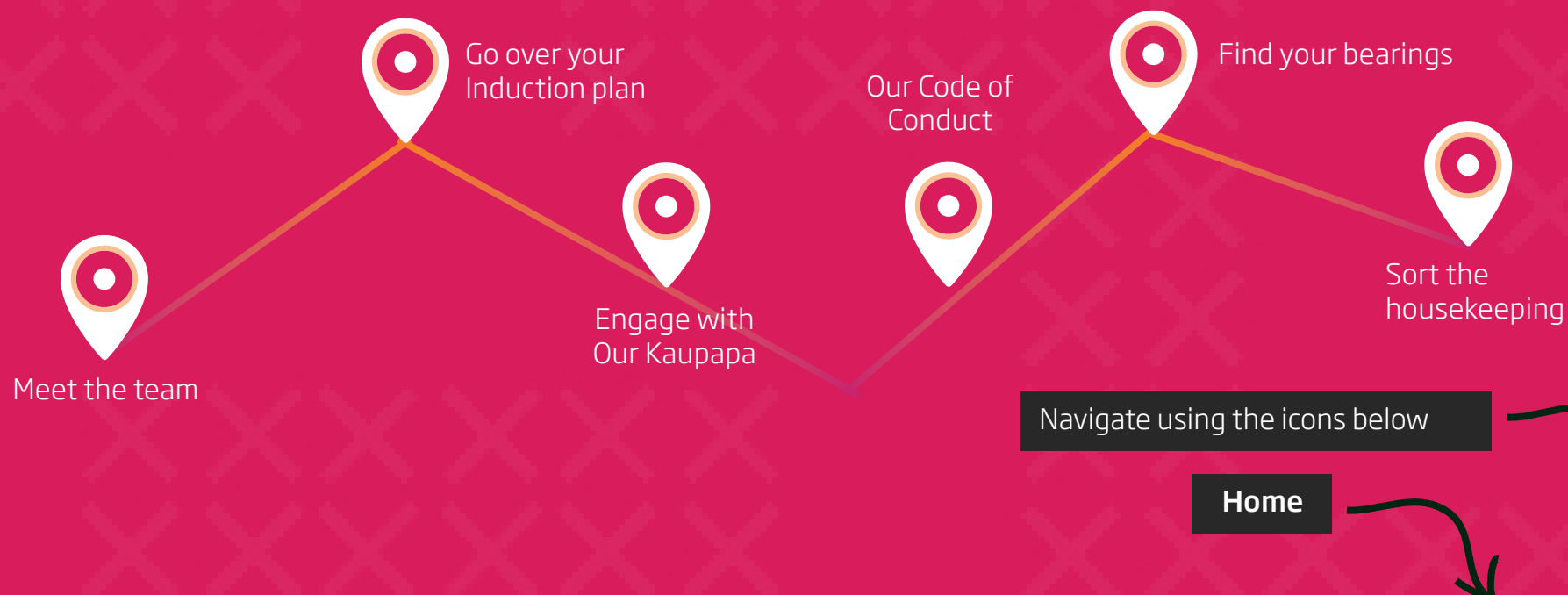
Unitec is a fantastic place to work and we're sure you will find it an immensely rewarding organisation to be a part of.

We encourage you to immerse yourself in the various induction activities and experiences to see what our staff, students, industry partners and our communities 'love' about Unitec.

Click on 'YOUR FIRST DAY' to start

*Note - this document is best experienced using Chrome, Firefox or Internet Explorer as your browser. Microsoft Edge browser is *not* recommended.

YOUR FIRST DAY





MEET THE TEAM

It's all about the people so much of your first day - and weeks! - will be getting to know your new Unitec whānau so start off by meeting with your manager and getting introduced to your colleagues.



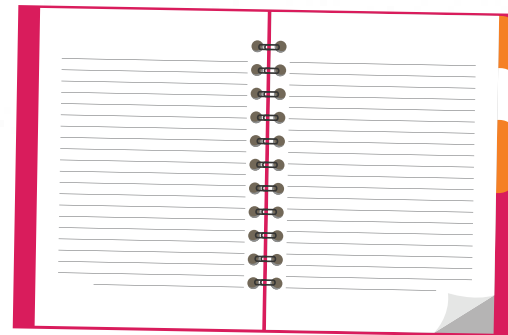


GO OVER YOUR INDUCTION PLAN

Your manager will go over your Induction plan so you know what to expect and do over the next few weeks.

They will work with you to:

- Clarify the expectations of your role
- Take you through the Team Takitahi and Action Plan (purpose and priorities)
- Help you identify any role-specific learning and development opportunities
- Introduce you to key partners and stakeholders





TE NOHO KOTAHITANGA



Te Noho Kotahitanga is our partnership between Māori and pākehā, and the principles of the [values](#) that we live by as an organisation.

These values are fundamental to everything we do – they are at the very centre of our purpose, as stated in [Manaakitia te Rito – our Renewal Strategy](#).

**Led by Te Noho Kotahitanga
we manaaki the success of our learners and communities.**



OUR CODE OF CONDUCT

Unitec's Code of Conduct is the result of a considerable and collaborative effort by a working group, representing staff from across the organisation, including TEU and TIASA unions, and reflects our unique context and aspirations.

It sets out our collective expectations about how we behave and act in pursuit of our purpose and priorities.

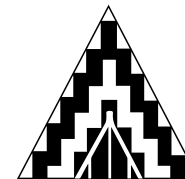
As a valued member of our Unitec whanau*, it is important that you are aware of the content of the Code and acknowledge understanding of this.

You may have already completed this with your pre-start documentation, but in case you haven't, please do so now:

1. Familiarise yourself with the full [Code of Conduct Document](#)
2. Take a look at the [Speak Up Resource](#) developed to help you identify and address unacceptable behaviour.

If you have any queries relating to the Code of Conduct, please talk to your hiring manager in the first instance.

TIKA
FAIR



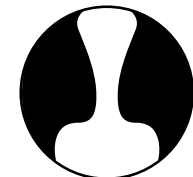
TŌKEKE
IMPARTIAL



TAKOHANGA
RESPONSIBLE



MATATIKA
TRUSTWORTHY



* All Unitec staff members (permanent and casual), contractors and subcontractors are required to read and understand our Code of Conduct.



FIND YOUR BEARINGS

Unitec has two campuses located at Mt Albert and Waitākere.

Your manager or buddy will take you on a tour of your local workplace and the broader campus.

You will see that our campuses have plenty to offer for both work and play. From shops on campus to security and safety, we've got a host of [services and facilities](#) available to you onsite.



Tips

- Take your [campus map](#) with you on your tour. You can pick up a copy from a Student Central location.
- Both campuses are located near a number of public transport options - find out more [here](#)
- Enjoy our beautiful green spaces including the nearby [Oakley Creek path](#) and the local [community gardens](#)
- Visit Puukenga (B171) - a space for all staff and students, all are welcome here. Enjoy your lunch, make yourself a cup of tea, or play the guitars in the atrium. You can also hang out by the puna, sit on a log next to the Pa Harakeke or simply just take some time to sit and reflect by Ngākau Mahaki, our wharenui.



SORT THE HOUSEKEEPING

Your manager or buddy will help you get up and running. Together, you will need to sort these things:

Check you've got your computer and email login from Information Management Services (IMS).

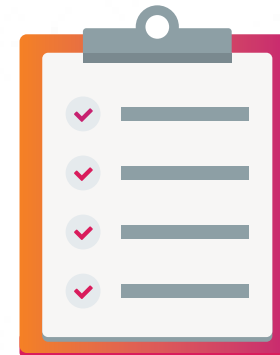
Head to [Student Central](#) to have your photo taken for your staff ID card. Then take your card to the [Copy Centre](#) to have it activated so you can print and photocopy material.

Apply to get a [staff parking permit](#) and relevant building [access keys](#).

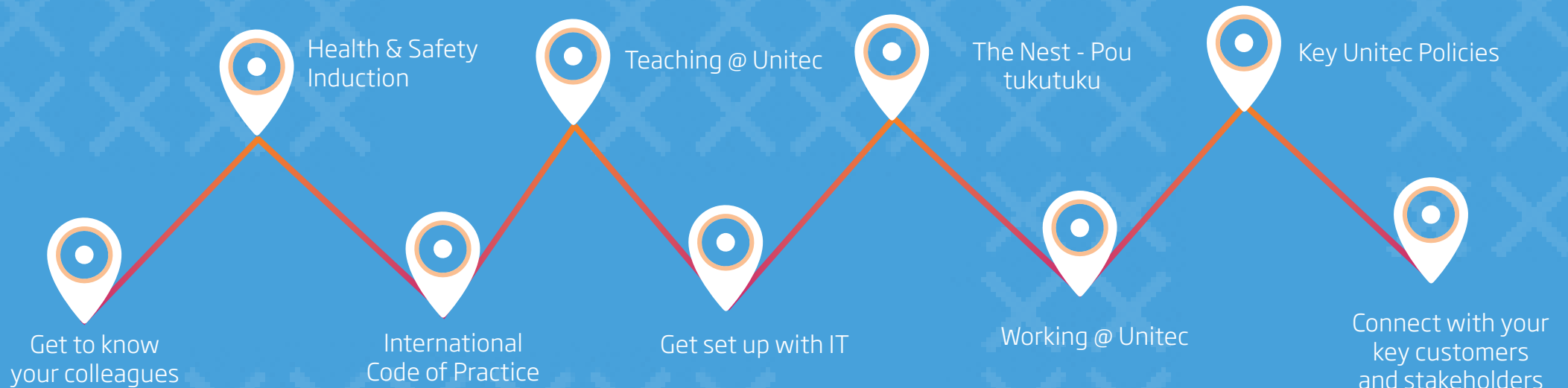
Check these things are working:

Your personal Unitec account (access to our computer systems including email and OneDrive)

Access to [Moodle](#) (our Learning Management System).



YOUR FIRST WEEK





GET TO KNOW YOUR COLLEAGUES

Spend some time with the people you'll be working most closely with.

Here are some questions you might want to ask:

- What do you do in your role?
- How does your role fit in with what I do?
- How might you support me in my role?
- How can I support you in your role?
- Who else do you suggest I connect with?





HEALTH & SAFETY INDUCTION

Unitec is committed to providing a healthy and safe environment to all employees, students, contractors and visitors.

Workplace health and safety is everybody's responsibility. The success of keeping everyone free from harm relies on all of us working together to ensure Unitec is a healthy and safe environment in which to work, study and visit.

[Complete your Health and Safety Induction](#) to learn how you can play your part. This is an online module and will take approx. 15 minutes to complete.

Your manager will also talk to you about any dangerous areas you are working in or around.





INTERNATIONAL CODE OF PRACTICE

When students come to study in New Zealand, education providers have an important responsibility to ensure that those students are well informed, safe and properly cared for.

To support this, the New Zealand government has developed the [Education \(Pastoral Care of International Students\) Code of Practice 2016](#). Unitec has agreed to observe and be bound by this Code of Practice.

ALL STAFF at Unitec are expected to be aware of Unitec's responsibilities under the Code of Practice. You can familiarise yourself with the Code and your role supporting it by following the simple steps below:



READ: [International Code of Practice fact sheet](#)

WATCH: [Introduction to the Code of Practice \(video - 8 mins\)](#)

DOWNLOAD: [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)



TEACHING @ UNITEC

TE PUNA AKO is Unitec's Learning and Teaching unit - they provide support and professional development for teachers at Unitec. They also provide support for eTools at Unitec including Moodle, MyPortfolio, BlackBoard Collaborate, Turnitin, and Echo360 Active Learning Platform.

They run **NEW TEACHER INDUCTION** twice a year which all teaching staff new to Unitec are required to attend. If you haven't yet received an invitation get in touch with tepunaako@unitec.ac.nz

TEACHING @ UNITEC QUICK REFERENCE GUIDE

We've created this quick reference guide for teachers new to Unitec to provide an overview of our approach to Learning and Teaching, and what support is available to help you settle in.

It is not intended as an exhaustive source but a rather an overview of the key 'need to knows' and 'where to finds' for when you first arrive at Unitec so you are best supported in your role as a teacher and champion of student success. Definitely worth bookmarking!





GET SET UP WITH I.T.

IT help is provided by the [Information Technology](#) (IT) team. Below are their top tips for getting started with IT at Unitec:

- [Email @ Unitec \(including signature set up\)](#)
- [Microsoft Teams](#)
- [Saving your files](#)
- [WiFi Networks](#)
- [Printing @ Unitec](#)
- [Mobile Phones](#)
- [LinkedIn Learning \(Online training\)](#)

You'll also want to know where to find:

- [IT Reference and Help Guides](#)
- [IT Policies and Guidelines](#)



LEARNING
WITH **Lynda.com** CONTENT

If you need any further info, give them a call on extn. 8484 or check out the IMS pages on the Nest:

[The Nest > > Services > > IT- Information Technology](#)



THE NEST - POU TUKUTUKU

The Nest - Pou Tukutuku is our Unitec Staff Intranet.

It is our primary news source for what is happening around campus as well as being full of valuable information including:

[Organisational charts, policies and forms](#) and the [staff directory](#).

Take some time to familiarise yourself with this resource including checking out the quick links for self-service options.





WORKING @ UNITEC



INDUCTION



PROFESSIONAL DEVELOPMENT



WELLBEING



HEALTH & SAFETY



PERFORMANCE PARTNERING



CODE OF CONDUCT
& SPEAK UP



DIY HUMAN RESOURCES



MANAGER'S TOOLKIT



VALUES BASED LEADERSHIP

With handy guidelines, information and self-service options, this portal is about helping you do your job and get the most of working at Unitec.

If you're a manager, you'll find the MANAGER'S TOOLKIT particularly useful.

Check it out at:

[The Nest > > Working @ Unitec](#)



KEY UNITEC POLICIES

There are some key policies and guides that all staff at Unitec need to be familiar with:

- [Code of Conduct](#)
- [Leave Management FAQs](#)
- [Electronic Devices and Systems Policy](#)
- [Health & Safety Policy](#)
- [Environmental Policy](#)
- [Copyright Guide for Staff](#)

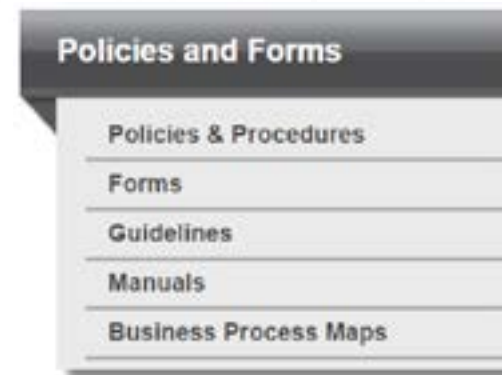
Academic staff will also need to be aware of:

- [Academic Statute](#)

There will be other policies that will be specific to your role (your manager will help you identify these) and other policies you will need to know where to find as required.

All our policies can be found on the Nest using the following path:

[The Nest > > Policies and Forms > > Policies & Procedures](#)





HUMAN RESOURCES 'NEED TO KNOW'

Wondering when pay day is?

Want to make a leave request?

Want to update your information?

Find the answer to these and other HR-related questions on our [DIY HR](#) pages.

In the meantime, if you can't find what you're looking for, you can always contact one of the HR team; their information is available [here](#) too.



DIY HUMAN RESOURCES

FINANCIAL SERVICES 'NEED TO KNOW'

The Finance Team have put together an 'At a Glance' series summarising the critical elements of Unitec's Finance policy and procedures as applicable to all staff:

- [Procurement at a Glance](#)
- [Interests at a Glance](#)
- [Travel at a Glance](#)
- [Gifts and Hospitality at a Glance](#)

These can be accessed at any time via the following path:

[The Nest >> Policies and Forms >> Policies and Procedures](#)

If you have specific questions regarding your financial role responsibilities please contact accounts@unitec.ac.nz or procurement@unitec.ac.nz





CONNECT WITH YOUR KEY CUSTOMERS & STAKEHOLDERS

Key to our success are our relationships with our students and our customers*; understanding who they are and how we can best work with them to realise their aspirations.

Your manager can help you identify who these people are and set up introductions.

**Our customers include our colleagues, internal and external customers, iwi, industry, professional bodies, our broader community and other stakeholders and partners.*



YOUR FIRST THREE MONTHS



Attend New
Teacher
Induction



Take part in
a Te Noho
Kotahitanga
Treaty workshop



Attend role-
specific training



Unitec Story:
Where we're
going



Get
connected!



Attend a
Powhiri Staff
Welcome event



Learn about
Performance
Partnering



Commit to
Inclusive
Excellence



Unitec Story:
Where we've
come from



Walk the talk of
our values





NEW STAFF PŌWHIRI WELCOME EVENT

Join us at our beautiful [Te Noho Kotahitanga Marae](#) where the day will begin with a pōwhiri to welcome you onto the marae - and into the Unitec whānau!

You'll spend time meeting other new colleagues while learning more about Unitec - who we are, what we value and where we're headed.

You should have already received an invitation to this event, if you haven't then [RSVP here](#)

**Hit the play button to view
'Your guide to our Unitec Powhiri'.**





ATTEND NEW TEACHER INDUCTION

All teaching staff new to Unitec are required to attend New Teacher Induction.

Here you will learn about our Learning and Teaching models and how you can access ongoing support to build your capability in emerging pedagogies.

If you're on teaching staff you'll already have been registered for the next session. If you have any queries about this then please contact [Te Puna Ako](#)





PERFORMANCE PARTNERING

Visit the [Performance Partnering portal](#) to learn about our approach to performance development.

Start with watching the [Performance Partnering motion graphic](#) to get a big picture view of the process.

Your manager will take you through our Performance Partnering loop and you'll have your first check-in conversation together.





TAKE PART IN A TE NOHO KOTAHITANGA WORKSHOP

[Te Noho Kotahitanga](#) is Unitec's partnership between Māori and non-Māori. It gives effect to our commitment to the Treaty of Waitangi. 'Living Te Noho Kotahitanga' is one of our core values.

Come and learn about the five principles we practise to pursue our goals and how this applies to you and your role.

[Click here to register for an upcoming workshop](#)

**Kumea mai a muri, hurihia ki mua,
whakamaua kia tina.**

Drawing on the past, transforming the present,
building a stronger future.



*Te pou Te Noho Kotahitanga
- Reside in unity*



DIVERSITY AND INCLUSION

At Unitec we see the value in diversity

Nobody is one-dimensional – there are many sides to each of us. That's what makes us so unique. It's these differences that make Unitec such a truly unique work and study environment – vibrant, innovative, highly productive and bursting with creativity.

Harnessing the benefits of diversity requires an inclusive, flexible and equitable working and learning environment; one that encourages and values difference and embraces diverse perspectives.

We are all responsible for cultivating an environment that recognises the value in our differences and uses them to achieve the best possible educational, business and community outcomes.

Our [Diversity & Inclusion Strategy](#) outlines our commitment to this, and there are a number of [diversity and inclusion initiatives](#) in place at Unitec to support staff and students.





BE A SUSTAINABLE PRACTITIONER

Are you ready to be a Unitec kaitiaki for our One Planet approach to sustainability?

We take pride in ensuring our place is environmentally sustainable.

We recognise our responsibility to reduce waste and continue to make a big impact through our dedicated [Sustainability Strategy](#).

Unitec has also committed to the [One Planet Living Principles](#) to become a more sustainable organisation.

Sustainability is everyone's cup of tea (believe you me!) - come join us for a green drink!





ATTEND ROLE-SPECIFIC TRAINING

You'll complete additional training relevant to your role - your manager will help you identify these activities.

For example:

- PeopleSoft Financials
- Health and Safety
- eLearning tools e.g. Moodle, Turnitin
- Ask HR for Managers

You can check out current in-house development offerings [here](#)

In addition, Unitec staff have access to [LinkedIn Learning](#) - an online learning centre which can help you upskill in a wide range of subjects from Outlook to Leadership skills.

Use your @unitec email address to register.



LEARNING
WITH **Lynda.com** CONTENT



UNITEC STORY: WHERE WE'VE COME FROM

Acknowledging Our Past, Shaping Our Future

Unitec has been a leader in applied tertiary education for over 40 years. From small beginnings we have evolved into a dynamic and innovative institution that blends the academic rigour of a university with the practical orientation of a polytechnic.

Learn more about our story to date.

[Explore a brief timeline overview of Unitec's history](#)





UNITEC STRATEGY: WHERE WE'RE GOING

Te Whare Wānanga o Wairaka (Unitec) is a community rich in whakapapa; its whenua and people.

In [Manaakitia te Rito, the Renewal Strategy 2019-2022](#), Unitec's Purpose and Strategic Priorities puts learners and communities at the heart of what we do.

The foundation of our Renewal Strategy is our commitment to Te Noho Kotahitanga, the partnership and principles which express our commitment to Te Tiriti o Waitangi and underpins the values and kaupapa of our organisation.

Unitec's focus on successful renewal will not only manaaki the success of our learners and our wider communities but also strengthen us as we navigate upcoming sector change and better understand what it means for all of us.

He waka eke noa - we are all on the same waka contributing to the success of our learners and Unitec



Manaakitia te Rito
The Unitec Renewal Strategy 2019 - 2022



GET CONNECTED

Unitec is a place that's very much about people - about the people who study with us, and about those who work with us.

Your Unitec whānau are your most valuable resource to help you find your feet and collaborate with beyond your induction.

Click to start making connections with others and keep up to date with what is happening across the campus:

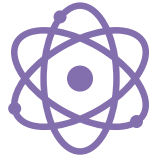




YOUR FIRST YEAR EXPERIENCES

Finding your feet at Unitec is more than completing a list of tasks like getting set up with systems and processes. These things are important, but experiencing things first hand will give you a real taste of who we are and how we do things.

This is where the magic happens!

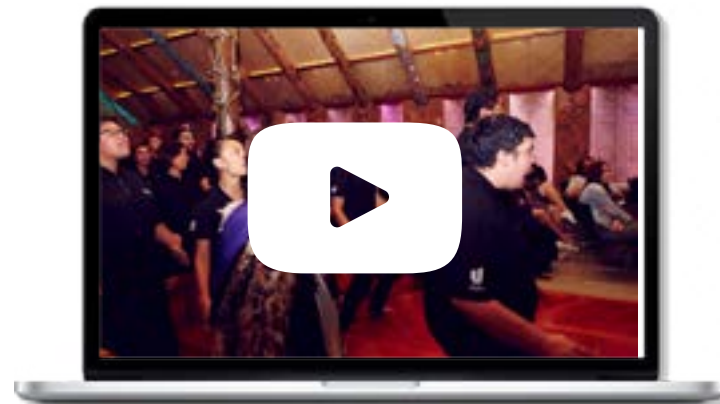


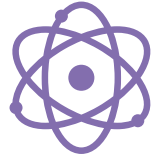
GO TO GRADUATION

Celebrate the success of our students at one of our Graduations held in April and September.

It won't be like a graduation you've seen before!

Hit the play button to get a taste from one of our YouTube clips!





CHECK OUT LEARNING & TEACHING 101

Learning and Teaching is our core business - it's what we do! And we're committed to doing it better so our graduates get better jobs, better careers and better lives.

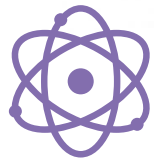
We're all responsible for student success so come along to a Learning and Teaching experience to better understand how we're changing to achieve this.

Hosted by the team from Te Puna Ako, this is an interactive workshop showcasing the new and exciting learning innovations at Unitec.

[Click here to register for the next showcase.](#)

Check out the clips below to see how we do learning differently here at Unitec:

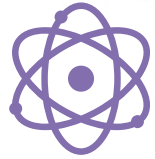




ATTEND TŪ AROTAKE

Join us at the start of each year to connect with work colleagues and set a shared direction for the year ahead. There's also a mid-year staff event to help keep us all on track.

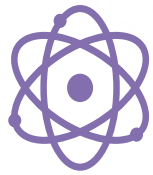




BE WOWED AT GRADFEST

Support the creative work and achievements of our students at Gradfest at the end of the year.



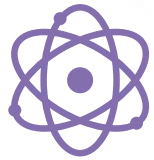


CELEBRATE AT THE UNITEC EXCELLENCE AWARDS

At the end of each year we have an all staff get together to recognise our individual and collective successes.

Come along and celebrate your colleagues' success at our staff awards held in December.





WRAP-UP A PERFORMANCE PARTNERING CYCLE

Within in your first year you will have:

- Taken up a number of professional development opportunities relevant to your role and development plan
- Experienced all four steps of our [Performance Partnering](#) annual cycle.



**We know that you will enjoy
being a part of life at Unitec!**

Thanks for choosing to join our team –
we look forward to seeing you around!

Mā te huruhuru te manu ka rere

It is the feathers that enable the bird to fly.

