



## Apply for a position on Unitec Council

Unitec Council is seeking to appoint a new Council Member. The Council is the governing body of Unitec Institute of Technology, and it is collectively responsible for ensuring the Institution's overall success and sustainability.

The Unitec Council is composed of 8 members; four of whom are appointed by the Minister for Tertiary Education and four of whom are appointed by the Unitec Council. Council members are appointed for no more than four years and may be reappointed for a further term.

## About Unitec Institute of Technology

Unitec is New Zealand's largest Institution of Technology, with approximately 20,000 annual enrolments and half that many equivalent full time students. Unitec is primarily focused on the associated professional, advanced trades, and technology sectors of industry. We have a particular emphasis on reskilling and continual professional development.

Unitec is currently transforming the whole of its organisation to create an exemplar contemporary applied learning institution, and an excellent education business, contributing to NZ's economic and social success. Unitec's business model, learning model, facilities, technology and workforce are quickly becoming obsolete in a rapidly changing external environment.

## Role description for Members of Unitec Council

The Role of each Council member is to participate fully in discharging the governance responsibilities described below.

### Key Responsibilities of Council Members:

- Attendance at Council meetings.
- Preparation in advance of the meeting.
- Participation in full in all discussions and decisions at the meet meeting.
- Preparation and participation as required between meetings.
- Ensuring the Board fulfils the responsibilities and duties outlined below:

### Key Responsibilities and Duties of the Unitec Council:

Council's governance responsibilities and duties are set out in the Education Act. These are:

1. Strategy, Planning and Monitoring
  - a. Set the long-term strategic direction for Unitec and ensure that there are measurable outcomes in place.
  - b. Submit an Investment Plan for funding from the Tertiary Education Commission.
2. Human Resources
  - a. Appoint the Chief Executive and reward them on the basis of performance (in consultation with the State Services Commission);
  - b. Approve key appointments to the CEO.
3. Policies and Compliance:
  - a. Set policies, and ensure they are reviewed regularly
  - b. Monitor regulatory compliance
  - c. Appoint auditors and review audit reports.
4. Financial Stewardship:
  - a. set the Annual Budget and approve unbudgeted capital spend over certain threshold.
  - b. ensure the efficient use of resources.
5. Performance and Monitoring
  - a. monitor performance against the Plan
  - b. striving to ensure that the institution attains the highest standards of excellence in education, training and research
6. Treaty of Waitangi
  - a. acknowledging the principles of the Treaty of Waitangi
7. Participation, Fairness and Integrity
  - a. encouraging the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities with particular emphasis on groups in those communities that are under-represented among the students of the institution
  - b. ensuring that the institution does not discriminate unfairly against any person
  - c. ensuring that proper standards of integrity, conduct and concern for the public interest and the wellbeing of students

### Standing committees, advisory groups and subsidiaries

Unitec Council is the parent body of several non-executive entities which require the membership of Council members. This includes:

- The Audit and Risk Committee
- The Appointments and Remuneration Committee
- The Wairaka Land Company Board - a wholly owned subsidiary
- There is also the Fono Faufatua and Te Runanga.

Unitec Council have also established an executive committee called the Academic Board under the provisions of s.182(2) of the Education Act 1989. The Board advises the Council on matters relating to courses of study or training, awards and other academic matters.

### Time Commitment and Remuneration

The time commitment is approximately 18 days a year in total, which includes preparation and attendance at 8-10 Council meetings a year, membership of Council's standing committees, and attending events such as graduations and pōwhiri.

The meetings normally run from 9am-4pm at the Wairaka campus. The remaining meetings for 2017 are 22 May, 10 July, 28 August, 9 October, 30 October and 27 November.

Remuneration for Council members is currently \$20,000 per annum plus travel expenses.

### Criteria for appointment:

Appointments will be made on merit, following a fair and transparent process. This appointment will be made by the Unitec Council. All candidates will be assessed against the criteria for appointment. Those candidates who best meet the set criteria will be appointed.

The criteria for appointment is as follows:

1. Successful candidates will ideally possess some of the following specific skills, deep expertise and demonstrable experience in:
  - Accountancy, Audit or Finance;
  - Property or Law
  - Technology, Engineering or the Trades
  - Film, Theatre, Drama or the Creative Industries.
2. Knowledge and understanding of the Pacific and Maori student community or the international student community would be an advantage
3. Demonstrable experience of collective decision-making at a strategic level, and ideally, governance experience.
4. A proven track record of achievement, sound judgement and ability to command respect.
5. Successful candidates should have excellent communication and interpersonal skills.

### How to apply:

1. Write and tell us how you meet each of the four criteria for appointment listed above.
2. Provide us with a current CV.
3. Provide us with your name and contact details, the names, titles and phone numbers of 2 referees, and your view of the potential for a conflict of interest based on your existing interests.
4. Please submit to [governance@unitec.ac.nz](mailto:governance@unitec.ac.nz) or post to Council Appointments (Building 48), Unitec, Private Bag 92025, Victoria St West, Auckland 1142 to ensure receipt by midnight on Sunday 21 May 2017.

### Timetable for appointment

The closing date for applications is midnight on **Sunday 21 May 2017** at midnight.

An interview will be held with short-listed candidates. Candidates for interview will be contacted on **30 May**.

Interviews will be held on **8 June** at Unitec's Wairaka Campus.

Successful candidates will be approved and appointed by Unitec Council and notified during the week commencing **12 June 2017**.

*If you would like to discuss your application, please call Lynnette Brown on 027 232 4547*