

Your Voice @ UTAS Project

Reference Groups to support the Your Voice Action Plan

Terms of Reference

July 2010

1. Introduction

The Your Voice @ UTAS Project identified a series of strengths at UTAS as well as some significant areas for development¹. In late 2009 Academic Senate and the Senior Management Team (SMT) endorsed the creation of three working parties, each to address one of the priority action areas determined on the basis of these findings:

- a. *Culture and Communications Working Party,*
- b. *People Working Party, and*
- c. *Technology Working Party.*

Reports from these working parties, listing recommended strategies and actions to address issues in their respective domains, were released in March 2010. These reports informed the development of the Your Voice Action Plan, which groups actions under six Objectives:

1. A high performance university culture characterised by good communications, collegiality and acceptance of mutual respect and mutual responsibility, while valuing diversity.
2. An enhanced leadership and management development program operating at all levels of the University.
3. A facilitative approach to staffing which is informed by a policy framework that supports a healthy and flexible workplace, promotes career development and improves productivity.
4. The provision of technology, and services to support its use, which enables the effective operation of a multi-campus university and supports teaching and learning.
5. The implementation of local area actions.
6. A transition to a Your Voice Process of continuing improvement.

To facilitate the implementation of the action plan, three reference groups, aligned to specific objectives, will be established to support responsible officers/committees in progressing their action items, as follows:

- Objective 1: Culture and Communication Reference Group
- Objective 3: People Reference Group
- Objective 4: Technology Reference Group

Objectives 2, 5 and 6 will be supported by the Voice Project Steering Group (VPSG).

¹ See Stage 1 Final Report at <http://www.yourvoice.utas.edu.au>
Your Voice Reference Group Terms of Reference

2. Scope of each Reference Group

a. Culture and Communications Reference Group

The Culture and Communications Reference Group will be responsible for supporting actions in the Your Voice Action Plan under Objective 1:

- A high performance university culture characterised by good communications, collegiality and acceptance of mutual respect and mutual responsibility, while valuing diversity.

These actions include the development of a UTAS Statement of Values, the establishment of a communications framework and the implementation of programs to develop an improved practice of communications and will involve working with the following responsible officers:

- Deputy Vice-Chancellor (Academic) and Provost
- Manager, Communications and Media
- Manager, Leadership Programs

b. People Reference Group

The People Reference Group will be responsible for supporting actions in the Your Voice Action Plan under Objective 3:

- A facilitative approach to staffing which is informed by a policy framework that supports a healthy and flexible workplace, promotes career development and improves productivity.

These actions include items which focus on developing a UTAS Staffing and People Strategy and a UTAS Wellness Strategy, improving the career and professional development for all UTAS staff, reviewing certain HR processes, and addressing concerns about occupational health and safety, bullying and harassment. In supporting these actions, the People Reference Group will work with the following responsible officers and committees:

- Deputy Vice-Chancellor (Academic) and Provost
- Executive Director, Finance and Administration
- Director, Human Resources
- Manager, Leadership Programs
- Occupational Health and Safety Responsible Officers
- Strategic Human Resources Sub-Committee
- Occupational Health and Safety Committee

c. Technology Reference Group

The Technology Reference Group will be responsible for supporting actions in the Your Voice Action Plan under Objective 4:

- The provision of technology, and services to support its use, which enables the effective operation of a multi-campus university and supports teaching and learning.

These actions include items which focus on improving the video conference experience, adopting a base operating environment, expanding wireless access, improving IT resources for students, participating in the eResearch agenda and expanding the use of innovative teaching and learning technologies. In supporting these actions the Technology Reference Group will work with the following responsible officers and committees:

- Executive Director, Finance and Administration
- Pro Vice-Chancellor (Students and Education)
- Pro Vice-Chancellor (Research)
- Director, Information Technology Resources
- Director, Asset Management Services
- Deans
- Heads of Schools
- Head, Centre for the Advancement of Learning and Teaching
- Teaching Services Management Group

3. Roles

The role of each reference group is to support the responsible officers/committees for relevant action items by:

- Providing guidance to ensure the timely, collegial and effective implementation of action items under the relevant objectives in the Your Voice Action Plan.
- Ensuring the outcomes of these actions align to the vision outlined in the Your Voice Action Plan and the recommendations of the relevant working parties.
- Encouraging responsible officers/committees to work together when implementing actions, ensuring that they are not operating in isolation.
- Encouraging and modelling a collegial approach to implementation of the Your Voice Action Plan.
- Ensuring links between the outcomes of the Your Voice Action Plan and the UTAS Policy Framework are identified and that responsible officers and committees prepare or amend policy as required.
- Providing recommendations to the Chair of the VPSG on additional funding requirements.
- Identifying links with other UTAS projects which align to the Your Voice Action Plan and recommend actions to the Chair of the VPSG.
- Providing information and progress reports on relevant actions to the Chair of the VPSG.

4. Membership

Membership of reference groups will, as far as possible, include representation from across the University, as follows:

- Chair
- Dean or Head of School
- Head of School
- Institute representative
- Academic Senate representative
- Academic staff JCC
- General staff JCC
- Additional member to ensure equitable campus and gender representation

Chairs of the reference groups will be appointed by the Chair of the VPSG, the Deputy Vice-Chancellor (Academic) and Provost. Members of the reference groups will be appointed by the Chair of the VPSG in consultation with chairs of the reference groups. Chairs, in consultation with the Chair of the VPSG, have power to co-opt additional members as necessary.

Staff with responsibility for actions items listed under Objectives 1, 3 and 5 will be invited to attend the relevant Reference Group meetings, but will not be members.

5. Reporting and timelines

The reference groups will report directly to the Chair of the VPSG on progress against the Your Voice Action Plan as follows:

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|---|------------------|
| • Initial review of progress on actions | September 2010 |
| • Progress Report | January 2011 |
| • Progress Report | July 2011 |
| • Progress Report | January 2012 |
| • Final Progress Report, contributing to Your Voice Evaluation Report | March/April 2012 |

Additional reporting may be requested by the Chair of the VPSG.

6. Meetings

While Chairs of the reference groups will be free to determine their respective meeting schedules it is recommended that they be held quarterly, shortly before the VPSG meetings planned to be held as follows (dates to be determined):

- September 2010
- December 2010
- March 2011
- June 2011
- September 2011
- December 2011
- March 2012

7. Tenure

These activities are expected to be undertaken from mid 2010 to early 2012, at which time the Your Voice @ UTAS Project will be evaluated and recommendations made on its future direction.