



University of Otago

---

# HUMAN RESOURCES

Human Resources has changed in several ways:

- ▶ HR Services has moved to the new Shared Services Division
- ▶ Human Resources IT has moved to the Information Systems team in the Information Technology Services Division
- ▶ IT Training has moved to the Human Resources Division
- ▶ The Academic Leadership Development Programme is still in the Human Resources Division and is working towards integrating with Recruitment, Development and Equity
- ▶ Performance Development Reviews will move within the Human Resources Division, from Human Resources Remuneration and Promotions to the Professional Development Team
- ▶ A new Change Manager role for the University has been confirmed and sits within the Human Resources Division

## HR Services – is in the new Shared Services Division

HR Services provides specialist advice and manages the:

- Appointment stage of the recruitment process
- Relocation, settlement and onboarding
- Changes in employment or leave
- Maintenance of organisational structure and people records
- Payroll and third-party payments
- Information to support business processes and legislative requirements

### NOTE

HR Services is in the St David II building, behind the Centre for Innovation, in St David Street.

---

## Human Resources Division

This division comprises of:

- Divisional Human Resources Managers and Advisers
- Recruitment, Development and Equity
- Promotions and Remuneration
- Employee Relations
- Change Management

### Divisional Human Resources Managers and Advisers

The portfolios have been reconfigured because of the creation of the new Shared Services Division and the Operations Group getting a single Human Resources Manager – while also having a ratio of 450-550 staff to each Human Resources Manager.

These staff are the first point of contact for any matters involving human resources:

- **Health Sciences**  
Simone McNichol – Alan Clarke covering until the end of 2018 when Simone finishes on the Support Services Review
- **Commerce and Humanities**  
To be confirmed
- **Sciences**  
Darren Smith
- **Operations Group**  
Ray Tobin
- **Service Divisions (Finance, Research, Academic, External Engagement)**  
Laura Warren

### Five Human Resources Advisers

- Two in the Health Sciences Division in Dunedin
- One in the Operations Group in Dunedin
- One on the Wellington campus
- One on the Christchurch campus

## Recruitment, Development and Equity – moving from Taramea House in George Street and the Otago Business School (Academic Leadership Development Programme) to the Leith Walk Building, which spans the Water of Leith

- In-house recruitment service. Advertises domestically and internationally for staff – 25 to 50 vacancies are advertised at any one time; about 450 a year. Receives almost 18,000 applications annually through the online recruitment system
- Develops and delivers learning opportunities for staff that are relevant and align with the University's needs – face-to-face and online on a vast suite of topics
- Academic Leadership Development Programme
- Human Resources Professional Development for professional staff – now also includes IT training
- A new Professional Development Review process, to inform planning for staff learning
- Encourages equity and diversity, by enabling staff to reach their full potential at work, and produces annual staff equity reports

## Promotions and Remuneration – business as usual – moves later this year from the Clocktower building to the Leith Walk Building, which spans the Water of Leith

Administers and provides advice on:

- Academic performance and promotion processes
- Academic confirmation of role
- Staffing Advisory Committee
- Job evaluation
- Remuneration, superannuation and benefits
- A range of human resources policies, processes and guidelines

## Employee Relations – business as usual – remains in the Clocktower building

- Manages high risk employment relationship problems (internally and externally)
- Provides strategic guidance/advice to Divisional Human Resources Managers and advisers on how best to manage employee relations matters
- Focal areas – takes actions that minimise the risk to the University (by ensuring adherence to legislation, employment agreements, and internal policy)
- Participates in collective bargaining
- Reviews Human Resource Policy
- Provides employee relations training across the University

## Change Management – new role – currently seconded to the Support Services Review Implementation project. End-date for secondment to be confirmed

- Provides a change management focus for University projects
- Change management focuses on the people-side of change – organisational change is the collective result of individual change
- Supporting people to move successfully to the future state

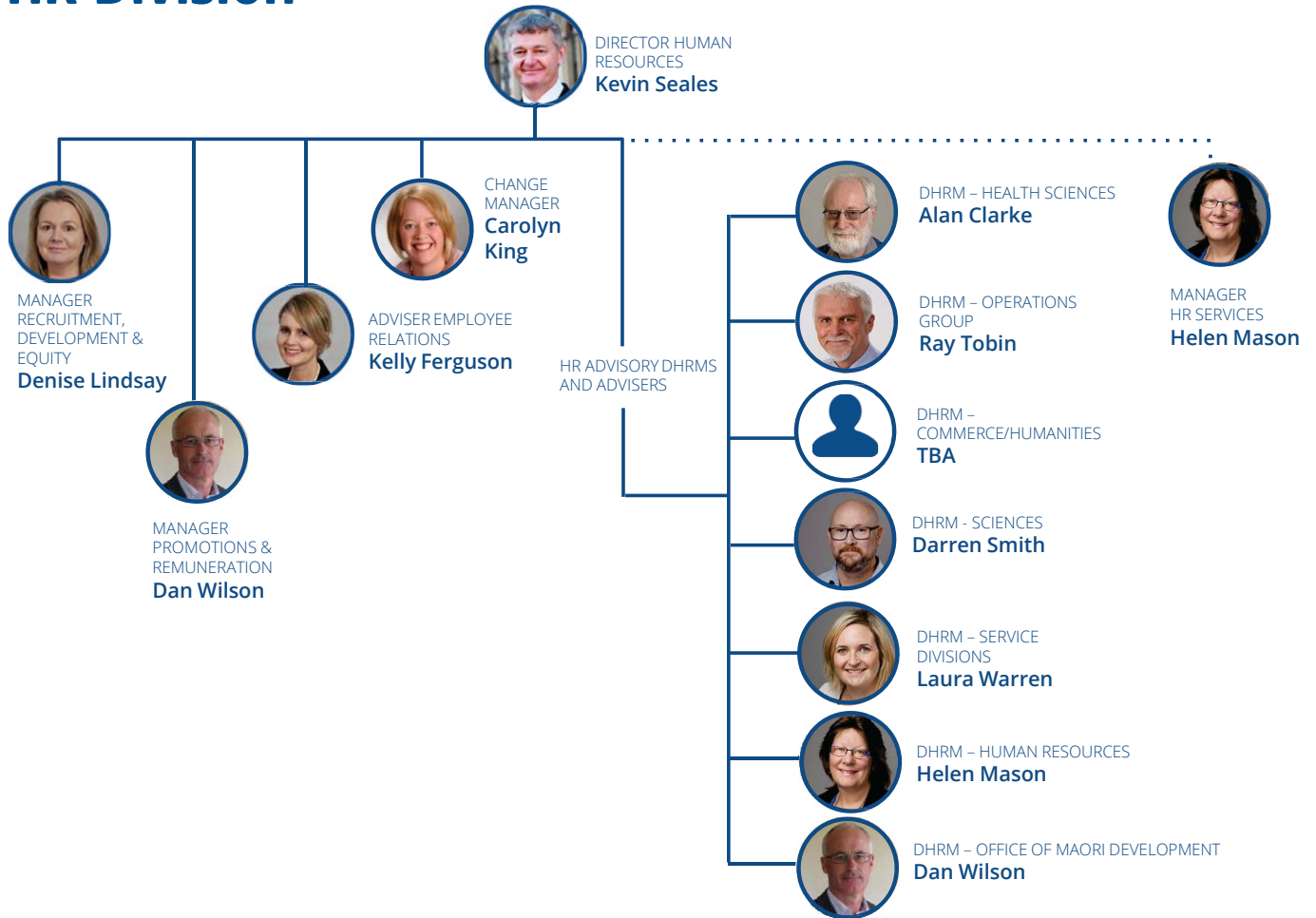
## Campus Temps – moving from Taramea House in George Street to the Leith Walk Building, which spans the Water of Leith

Campus Temps is an existing in-house service providing temporary professional administration staff to the Dunedin campus, for roles such as:

- Administration
- Reception
- Customer service
- Data entry
- Personal assistants

See the University phone book for more:  
Human Resources Division  
[otago.ac.nz/contacts/dunedin/index.html?dept=hr](http://otago.ac.nz/contacts/dunedin/index.html?dept=hr)  
HR Services  
[otago.ac.nz/contacts/dunedin/index.html?dept=hr](http://otago.ac.nz/contacts/dunedin/index.html?dept=hr)

# HR Division



# HR Services

