

Operational Continuity Transition Readiness Guide: Faculty of Engineering and Design

This guide aims to provides ease of reference for professional and academic staff transitioning into the new faculty.

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1. Key contacts

- Dean of Engineering and Design: [Associate Professor Richard Clarke](#)
 - Deputy Dean: [Professor Jason Ingham](#)
 - Te Tumu: [Professor Diedre Brown](#)
 - Kaiārahi: [Steve Roberts](#)
 - Associate Dean (PBRF): [Associate Professor Andrea Raith](#)
 - Associate Dean (Research): [Associate Professor Jenny Malmström](#)
 - Associate Dean (Teaching and Learning): [Dr Enrique del Rey Castillo](#)
 - Associate Dean (Teaching and Learning): [Professor Paola Boarin](#)
 - Associate Dean (Postgraduate - Taught): [Dr Cody Mankelow](#)
 - Associate Dean (Postgraduate – Research): [Professor Mark Jones](#)
 - Associate Dean (Academic): [Dr Michael Hodgson](#)
 - Associate Dean (Equity and Diversity): [Professor Catherine Watson](#)
 - Associate Dean (Pacific): [Dr Charmaine 'Ilaiū Talei](#)
 - Head of Department, Mechanical and Mechatronics Engineering: [Professor Simon Bickerton](#)
 - Head of Department, Engineering Science and Biomedical Engineering: [Professor Piaras Kelly](#)
 - Head of Department, Chemical and Materials Engineering: [Professor Ashvin Thambyah](#)
 - Head of Department, Electrical, Computer and Software Engineering: [Professor Kevin Sowerby](#)
 - Head of Department, Civil and Environmental Engineering: [Professor Seósamh Costello](#)
 - Head of School of Architecture and Planning: Associate Professor [Lee Beattie](#)
 - Head of Design Programme: Associate Professor [Michael Davis](#)
 - Director of Faculty Operations: [Michael Willimott](#)
 - Director of Faculty Finance: [Suzanne Pohlen](#)
 - Group Services Manager: [Aruna Sundar](#)
 - Research Services Manager: [Carmella Lee](#)
 - Student Development and Engagement Manager: [Jonathan Culley](#)
 - Employer Liaison Manager: [Courtney King](#)
 - Academic Services Manager: [Larissa Isted](#)
 - Technical Services Manager: [Steve Warrington](#)
 - Technical Manager - Teaching: [Ashveen Nand](#)
 - Technical Manager - Workshop: [Gary Brant](#)
 - Development Manager: [Cristina Gonzalez Pestana](#)
 - International Manager: [Jennifer Roshan](#)
 - Industry Engagement Programme Lead: [Claire Bennett](#)
 - Marketing and Communications Manager: [Radhika Lucas](#)
 - Architecture, Planning, and Design technical team leader: [Zane Egginton](#)
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2. Transition triage

Purpose

- To identify, triage, and resolve transition-related issues efficiently

Issue escalation:

Any issues related to transition can be brought to the Strategic Projects Manager
Engineering: Chris McClymont (chris.mcclymont@auckland.ac.nz).

A stand-up has been set up through the Strategic Initiative calendar to support any CS9 or other system issues that may arise because of the transition. Issues will be recorded in this register: [2025 Issue Tracker](#)

The standups are being held at 10am Tuesday and Thursday, stakeholders included are:

Name	Email	Role	Faculty
Chris Rollins	chris.rollins@auckland.ac.nz	Academic Services Manager	CAI
Larissa Isted	l.isted@auckland.ac.nz	Academic Services Manager	E&D
Michael Willimott	m.willimott@auckland.ac.nz	DFO	E&D
Mamere Takoa-Bare	m.takoa-bare@auckland.ac.nz	Academic Services Manager	ED&SW
Samantha Lafaialii	s.lafaialii@auckland.ac.nz	DFO	ED&SW
Claire Philipson	c.philipson@auckland.ac.nz	DFO	A&ED
Nadia Huertas-Lopez	n.lopez@auckland.ac.nz		A&ED
Sushila Pinto	s.pinto@auckland.ac.nz	Group Services Manager	Arts
Chris McClymont	chris.mcclymont@auckland.ac.nz	DFO	Arts
Leanne Tamaki	leanne.tamaki@auckland.ac.nz		A&ED
Rebekah Williams	r.williams@auckland.ac.nz		A&ED
Lesley Ruki-Willison	l.ruki-willison@auckland.ac.nz	DFO	CAI
Aruna Sundar	a.sundar-lal@auckland.ac.nz	Group Services Manager	E&D
Margaret Crannigan Allen	margaret.allen@auckland.ac.nz	Scholarships & Progression Mgr	Student & Academic Services
Mel Cross	mel.cross@auckland.ac.nz	Assoc Director - Student Serv	Student & Academic Services

Tom Owen	t.owen@auckland.ac.nz	Mgr Student Hubs & Client Svcs	Student Hub
Lynley Pritchard	l.pritchard@auckland.ac.nz	Assoc Director - Academic Serv	Student & Academic Services
Sharon Peace	s.peace@auckland.ac.nz	Transition Lead	OES
Alice Barry	a.barry@auckland.ac.nz	Associate Director Operations	Student & Academic Services
Ksenia Kiykova	ksenia.kiykova@auckland.ac.nz	Insights Development Manager	PIO
Claudia Vasquez	claudia.vasquez@auckland.ac.nz	Change Manager	OPI
Sophie Banks	sophie.banks@auckland.ac.nz	BA	SDP
Debbie Hollows	d.hollows@auckland.ac.nz	PM	OPI
Emily Hanna	e.hanna@auckland.ac.nz	PCM	OPI
Craig Eaton	craig.eaton@auckland.ac.nz	PCM	OPI
Amanda Walsh	a.walsh@auckland.ac.nz	Senior Digital Product Owner	Product Management
Jayme Tang	jayme.tang@auckland.ac.nz	Snr Data Governance Analyst	PIO
Brenda Aitken	b.aitken@auckland.ac.nz	BA	SDP

Regular updates:

Messages will be sent directly to impacted groups or through weekly newsletter. Other information will be updated within the respective intranet sites for the Engineering and Design Faculty.

3. Key milestones and activities

Activity	Key date/deadline	Description
New faculty arrangements established	1 January 2025	Academic leadership and interim professional structures in place.
Admission, enrolment, concessions	Ongoing through to early April	Continuity ensured with existing teams and professional staff/academic roles.
Finalisation of professional staff structures	4 April 2025	Full transition to new structure.
Orientation and Semester 1 readiness	January – February 2025	Collaborative efforts for smooth Summer School, Early Start & Semester 1 orientation and start of teaching.
BCP consolidation	Early 2025	Consolidation of existing Business Continuity Plans led by Risk Office.

4. Admission, enrolment and concessions

To ensure continuity:

- CAI Programme Directors, ADs Academic, ADs L&T, and Student Support and Engagement, and Academic Services staff will remain in legacy roles through early April.
- Collaborative readiness measures will support school leaver results processing and Semester 1 planning.

5. Professional Staff Services

Group Services

The [Group Services](#) Team comprises of Group Services Administrators (GSA), Group Services Coordinators (GSC), a Group Services Team Leaders (GSTL) and a Group Services Manager (GSM).

In each department, we have a Group Services Coordinator and a Group Services Administrator. Although this duo is embedded within the department and provide direct support to their Head of Department and academic staff, they report to their respective line managers within Group Services.

The team supports and focuses on providing staff and students with an excellent, efficient administrative service, as well as being the “go to people” in the first instance for any queries from the stakeholders.

Student and Academic Services

The [Engineering Student and Academic Services](#) (SAS) provides a range of information and faculty-based support to students and academic leaders across the faculty, while facilitating the relationship between central academic services, hubs and the School of Graduate Studies.

Student Development and Engagement

The [Student Development and Engagement team](#) provides support to help our students have the best possible experience at the University. They support our diverse range of engineering students – under-represented groups at University, students transitioning into tertiary study, and more – from Orientation through to employment

Communications & Marketing

The [Communications and Marketing](#) team is responsible for promoting the faculty and its people to a wide variety of audiences including potential students, graduates and the wider engineering community. This is achieved in a variety of ways including marketing campaigns, prospectuses and digital content on both our website and social media channels. The team also manage a calendar of events bringing the world of engineering to life through open days, interactive activities and lectures. You can find out more about event planning assistance [here](#), or request for support [here](#).

Financial Services

[Financial services](#) deliver support and advice about accounting, finance and purchasing practices to staff and is responsible for ensuring that financial reporting provides accurate information for all levels within the organisation and ensures financial activities are transacted with efficiency and accuracy and in accordance with recognised best practice.

Facilities and Services

Our facilities team are responsible for managing our faculty spaces. They are responsible for desk allocation, relocations, building and room access, locker management, room booking, pool car hire, and general building issues.

Research Services

Faculty Research Team provides research and consulting project management and administration support for researchers. The team supports researchers to: Navigate research and consulting policies, processes, and systems. Connect with people to gain support and to collaborate across the University and UniServices.: Maximise funding for their research via applications, contracts, and budget management. Establish projects and deliver on funder/client requirements. For more information refer to the [ResearchHub](#)

Connect (IT)

The University of Auckland has one of the largest technology estates in New Zealand. [Connect](#) is the University's technology function that delivers, operates & oversees this large estate. Connect is committed to delivering world-class service and technological solutions in support of teaching, learning, research, and administration. The role of the [Digital Services](#) teams is to explore emerging digital business models and technologies and use these to create a digital future for the university.

Technical Services

[Technical Services Workshop](#) is located at the University's Newmarket Campus, our team of dedicated engineers can assist you with every aspect of your project. From the design process through to machining and fabricating parts of every level of complexity and sophistication. Our broad spectrum of knowledge and experience, state-of-the-art equipment and proven engineering practices will ensure that your student, staff, and research projects are delivered successfully.

6. Teaching readiness

Teaching and GTA Appointments

- As for the rest of the University, GTA recruitment processes are being supported by workarounds during system closures related to the implementation of Hono.
 - Budgets are confirmed, and appointments are being made within BAU processes.
 - Hono comes online 10th February
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7. System and operational readiness

- Orientation and Semester 1 planning is proceeding collaboratively among SSEMs.
 - The integrated Faculty of Engineering and Design and the new Faculty of Arts and Education changes will not be reflected in Student Services Online (also known as CS9) when the faculty changes come into effect in Jan 2025.
 - The changes will be reflected in CS9 in June/July 2025
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8. Budget dependent processes

- Processes for GTA funding, contestable funds, and special accommodations remain unchanged.
 - Reviews and standardisation of budget processes are planned for 2025.
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9. Business continuity plan (BCP)

- Current faculty BCPs will remain in effect until a consolidated plan is developed by the Risk Office in early 2025.
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