

## UNIVERSITY INTEGRATED TALENT MANAGEMENT FRAMEWORK STEERING COMMITTEE

The Academics Union representative serving on the University Integrated Talent Management Framework Steering Committee is Associate Professor Leon Holtzhausen.

### 1. STATUS

Committee is appointed by the Vice-Chancellor.

### 2. GENERAL RULES AND GUIDELINES

These terms of reference should be understood in conjunction with the general rules for procedures for committees, as amended from time to time, and published in the Principal's Circular. These general rules and procedures can be found at: <https://intranet.uct.ac.za/opengovernance/committees>

### 3. PURPOSE AND OBJECTIVES

To provide oversight and support and enable the successful implementation of the UCT Integrated Talent Management Framework.

### 4. FUNCTIONS

The Committee is to:

- Ensure that the projects and initiatives are aligned to strategic UCT goals.
- Provide and advise on an integrated approach to the projects and initiatives detailing inter-dependencies and how they work synergistically with interconnected projects relevant to this Framework.
- Advise on the priorities and timing of planned projects and initiatives.
- Approve project plan with definitive resourcing and agreed timelines and deliverables/outputs.
- Review the overall project plan with a monitoring and evaluation dashboard to ensure university-wide alignment and integration.
- Receive feedback from the various stakeholders as required.
- Advise on change management initiatives and communication and marketing programmes.
- Report to the Vice-Chancellor and relevant executive management committees and designated Council committees (University Human Resources Committee, University Remuneration Committee, University Social, Ethics and Transformation Committee) on a regular basis

### 5. COMPOSITION

#### Full members

VC Nominee (Chairperson)

Chief Operating Officer  
Executive Director: Human Resources  
Coalition of Unions representative  
Employees Union representative  
Academics Union representative  
Dean's Nominee  
DVC: Research and Internalization or nominee  
DVC: Teaching and Learning or nominee.  
DVC: Transformation, Student Affairs, and Social Responsiveness or nominee  
Nominee of the EDs of PASS departments  
Nominee of ISAG  
Nominee Subject Matter Expert in People Management/Organizational Psychology (from Faculty of Commerce/School of Management Studies)  
ICTS Project Manager / Business Analyst

#### Assessor members

Director: Organizational Development and Effectiveness (Human Resources)  
Director: Client Services (Human Resources)  
Director: Estates and Custodial Services (P&S)  
Executive Director: Communications and Marketing Department

#### Invitees:

Ms. Selma De Morney (Human Fire consultant) (non-voting member)  
Organizational Development Specialist (Servicing Officer)

### **6. CHAIRPERSON/ DEPUTY CHAIRPERSON**

Chairperson: VC Nominee  
Deputy Chairperson: Chief Operating Officer

### **7. SPECIAL QUORUM RULES**

50% of members plus one shall constitute a quorum.

### **8. TERMS OF OFFICE**

Members shall hold office for a period of four years.

### **9. PROCEDURES**

The committee decides its own procedures. The committee may lay down, within the existing rules, the procedures to be followed.

### **10. MEETING FREQUENCY**

The Steering Committee meeting frequency is determined by operational requirements, but at least quarterly.

The meetings will take either virtually, via Microsoft Teams, or face-to-face depending on any social-distancing restrictions that may be in operation at the scheduled time of the meeting.

#### **11. REPORTING**

The Chairperson of the Committee reports to the Vice-Chancellor on a regular basis with, at a minimum, an annual Report to be presented to the Vice-Chancellor.

#### **12. REVISION OF TERMS OF REFERENCE**

The Steering Committee may revise its terms of reference as and when necessary.