

## 2009 UNSW Staff Excellence Awards



# 2009 UNSW Staff Excellence Awards

***Applications Close Friday 13 November 2009***

## **Introduction**

UNSW staff play a valuable role in the achievement of the University's strategic priorities and the overall success of the organisation.

The University seeks to recognise and reward staff who have demonstrated excellence in their performance through either sustained outstanding performance or a single one-off exceptional success which has delivered an outstanding contribution throughout the year.

## **Levels 1 – 9 Professional and Technical Staff Awards**

All UNSW Professional and Technical Staff, Levels 1 to 9, are eligible to be nominated for the following award categories:

### **Excellence in Leadership and People Management Award**

This award recognises exceptional leadership and people management that has resulted in enhanced performance of a group or team.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Innovation Award**

This award recognises the development of new and innovative services for staff and/or students that result in improved business practices, cost reduction and/or efficiencies in administrative practices or increased service provision for staff and/or students.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Support for Research Outcomes Award**

This award recognises outstanding support for research initiatives and outcomes that result in the development of new technologies or the provision of support services to staff and/or students engaged in research.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Support for Teaching Outcomes Award**

This award recognises outstanding support for teaching and learning initiatives that help motivate and influence students to learn effectively.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Enhancing the Student Experience Award**

This award recognises an outstanding contribution to the student experience that results in high student satisfaction.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Customer Service Award**

This award recognises the implementation of best practice in the School/Unit that results in service provision of a high quality.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Occupational Health and Safety Award**

This award recognises an implemented solution to an Occupational Health and Safety hazard or the cultivation of a safety culture.

*Prize: \$2,000 (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

## **All Professional and Technical Staff Awards**

All UNSW Professional and Technical Staff, regardless of level, are eligible to be nominated for the following award categories:

### **Excellence in Environmental Leadership Award**

This award recognises a contribution to environmental leadership in making UNSW an environmentally sustainable campus.

*Prize: \$2,000 for a contribution at the Senior Level of the organisation and \$2,000 for a contribution at the local School/Unit level (individual or shared amongst a team).*

*Highly commended nominations will receive a letter of congratulations.*

## **All UNSW Staff**

All UNSW Staff are eligible to be nominated for the following Award categories:

### **Excellence in Community Engagement Award (Individual)**

The individual award recognises community engagement activities that have demonstrated personal leadership in community engagement and whose work in this area has had a significant impact.

*Prize: Four x \$2,500 individual prizes*

*Highly commended nominations will receive a letter of congratulations.*

### **Excellence in Community Engagement Award (Groups)**

The group award recognises the impact that community engagement activities have had on the mainstream work of the University and what has changed in the engaged community as a result of the group's efforts.

*Prize: Two x \$5,000 group prizes*

*Highly commended nominations will receive a letter of congratulations.*

## **Eligibility for Nomination – All Awards**

- Nominees must be a staff member of the University on continuing or fixed term contracts
- Nominations may be individual or team based
- Self nomination is not permitted
- Previous recipients are eligible for nomination, provided that the nomination is distinct from previous nominations

# The Nomination Process

## Important Dates

- Nominations Open: Friday 16 October
- Nominations Close: Friday 13 November

## Nomination Process

The nomination form must be completed by the nominator (a staff member nominating an individual or team), providing a succinct outline of the contribution made by the nominee(s) (the individual or team being nominated). The nomination must also be endorsed and signed by:

- the nominee's immediate supervisor (or supervisors in the case of team awards)
- the nominee's Head of School or Unit Manager
- the nominee's Dean/Division Head

Nominations without the endorsement of the relevant supervisor, Head of School/Unit Manager and Dean/Division Head will not be considered for an Award.

Additional supporting evidence can also be submitted with the nomination.

## Nomination Form

Nominations can be submitted using the form attached to this information booklet. Alternatively, an electronic application form can be downloaded from the OSDS website at: [www.hr.unsw.edu.au/osds/awards.html](http://www.hr.unsw.edu.au/osds/awards.html)

## Application Submission

Applications are to be submitted to Adrienne Harris via one of the options outlined below:

- Hand deliver to HR Reception an internal envelope marked "Confidential" and addressed to Adrienne Harris (Organisation & Staff Development Services)
- Internal mail in an internal UNSW envelope marked "Confidential" addressed to Adrienne Harris (Organisation & Staff Development Services)
- Email to [a.harris@unsw.edu.au](mailto:a.harris@unsw.edu.au)

## Further Information

For further information, or to discuss the suitability of your nomination, please contact:

**Adrienne Harris**  
**Organisation and Staff Development Services**  
**Extension 53426**  
**Email: [a.harris@unsw.edu.au](mailto:a.harris@unsw.edu.au)**

# The Application Process

Action	Who	Required By
Consider who you would like to nominate and discuss nomination with the potential nominees relevant supervisor*	Nominator	Mid October
Complete the nomination form and forward to nominees immediate supervisor for approval	Nominator	Mid – Late October
Forward nomination to Head of School/Unit Manager for endorsement	Nominees Immediate Supervisor	Late October
Forward nomination to Dean/Division Head for endorsement and ranking of Faculty/Divisional nominations**	Head of School/Unit Manager	Late October
Endorse and rank nominations and submit to OSDS	Dean/Division Head	13 November
Assess nominations and determine award recipients and highly commended nominations	Selection Committee	November
UNSW Excellence Awards Reception	All nominees, nominators and guests	December

\* Note: Applications must have the support of the immediate supervisor

\*\* Note: Faculties and Divisions must rank applications before submitting the application

# 2009 UNSW Professional and Technical Staff Awards Nomination Form

**Applications Close Friday 13 November 2009**

Organisation and Staff Development Services (OSDS) - Human Resources

Level 3, Southern End, Chancellery Building Telephone: (02) 9385 3426 Fax: (02) 9385 3199

## Nomination Category

	<i>One off exceptional performance</i>	<i>Sustained performance (over 1-3 years)</i>
Excellence in Leadership and People Management	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Innovation	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Support for Research Outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Support for Teaching Outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Enhancing the Student Experience	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Customer Service	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Occupational Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Environmental Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Excellence in Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>

## Nominee Details

**Nominee(s) Name**

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**Faculty/Division**

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**School/Unit**

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**Position Title**

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**Staff Category**

Professional & Technical       Academic       Research

**Level**

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**I agree to being nominated**

**(signature required)**

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## Nominator Details

**Nominator(s) Name**

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**Faculty/Division**

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**School/Unit**

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**Position Title**

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**Signature of Nominator(s)**

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# Support for Nomination

## Supervisor Support

*Please outline why you support this nomination*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name: (Please Print)** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

## Head of School/Unit Manager Support

*Please outline why you support this nomination*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

## Dean/Division Head Support

*Please outline why you support this nomination*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name: (Please Print)** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_