2015 Staff Excellence Awards

Developing and recognising people at UNSW Australia
INTRODUCTION TO THE STAFF EXCELLENCE AWARDS

The University of New South Wales (UNSW Australia) is committed to providing a working environment where its employees are able to do their best work and can develop a long and successful career. It prides itself on the calibre of its people, from internationally recognised academic leaders in their field to talented professionals providing technical expertise and infrastructure.

The inaugural UNSW Staff Excellence Awards were launched in 2007 to recognise and reward the outstanding and valuable contribution of staff to the success of the University in achieving its strategic priorities. To date there have been over 310 nominees and more than 80 award recipients who have been recognised for fostering inclusivity, productivity and innovation, strengthening ties with the community and ensuring that UNSW Australia remains a responsible global citizen.
Excellence in Senior Leadership
This award recognises exceptional leadership that inspires and motivates staff to achieve their best and contribute to the success of UNSW.

Eligibility for Nomination
- Level 11 and above Senior Managers
- Heads of School and Centre Directors
- Senior Research Supervisors (Level D & E) leading research teams

Indicators of Excellence in Senior Leadership include, but are not limited to:
- Building and growing teams with shared vision and values through periods of change
- Engaging and encouraging groups and teams to collaborate to achieve UNSW priorities and goals
- Improving academic excellence and research capability
- Breaking down internal barriers and empowering staff

Prize: Up to 2 prizes of $2,000 each (individual or shared amongst a team),

Excellence in People Management
This award recognises exceptional people management strategies that have resulted in enhanced performance of a group or team.

Eligibility for Nomination
- Levels 6 - 10 Supervisors and Managers (Professional Staff)

Indicators of Excellence in People Management include, but are not limited to:
- Contributing to the success of a School/Unit through the effective management of a team or group by fostering collaboration, communication and cooperation
- Encouraging learning and development of staff that improves performance
- Consistent setting of clear and achievable goals and priorities for staff
- Improving relationships and enhancing team and group engagement with clients and stakeholders

Prize: Up to 2 prizes of $2,000 each (individual or shared amongst a team).
**Excellence in Innovation and Entrepreneurship**

This award recognises the development of new and innovative services for staff and/or students that result in improved practices, cost reduction and/or efficiencies in administration or increased revenue generation for UNSW.

*Eligibility for Nomination*
- Levels 1 - 10 Professional Staff

*Indicators of Excellence in Innovation include, but are not limited to:*
- Inventing new ways of doing, solving, approaching and perceiving things to improve business outcomes
- Development of innovative revenue sources
- Regularly coming up with new ideas and collaborating with others
- Identification of opportunities and translation of ideas into action
- Nominations must demonstrate how the innovation has increased the revenue stream for UNSW or enhanced UNSW reputation

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

**Excellence in Professional Services**

This award recognises outstanding provision of professional service that support the teaching, research and student experience.

*Eligibility for Nomination*
- Levels 7 - 10 Professional Staff

*Indicators of Excellence in Professional Services include, but are not limited to:*
- Contribution to the success of UNSW research
- Support for academic programs that enhance student learning
- Developing an outstanding student experience that includes exposure to research and campus life
- Anticipation of customer needs and improvement of services
- Nominations must demonstrate how the provision of professional services has been above and beyond what would normally be expected

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

Eligibility for Nomination
- Levels 1-6 Professional Services:

*Indicators of Excellence in Professional Services include, but are not limited to:*
- Anticipation of customer needs and improvement of services
- Demonstration of accountability, positivity and flexibility while under pressure and being a role model to motivate others
- Champion for change and encourages process improvements which has led to enhanced performance for the team, unit, school or faculty
- Dedication to continuous improvement and self-development, in applying skills back to the role either through formal training or on the job experiential learning
- Fosters collaboration, communication and cooperation. Give examples of a powerful communicator and great influencer

Prize: $2,000 (individual or shared amongst a team).
Excellence in Safety
This award recognises an implemented solution to a Work Health and Safety hazard or the cultivation of a safety culture.

Eligibility for Nomination
• All Academic Staff
• All Professional Staff

Indicators of Excellence in Safety include, but are not limited to:
• Introduction of initiatives that contribute to a safety culture
• Development of a solution or control for an identified risk
• Contribution to the work health and safety systems and processes
• Nominations must demonstrate how the health and safety initiative has improved the work culture

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

Excellence in Community Engagement
This 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 individual or group’s efforts.

Eligibility for Nomination
• All Academic Staff
• All Professional Staff

Indicators of Excellence in Community Engagement include, but are not limited to:
• Active encouragement of community access to UNSW teaching and learning
• Community and industry collaboration and partnerships in research
• Faculty and/or Divisional staff with strong community connections
• Dissemination of knowledge, skills and research outcomes in an accessible way targeted to community issues and people of all ages
• Sharing resources with the community
• Nominations for this award will be accepted from the UNSW Community and those external to UNSW
• Nominations must demonstrate how the initiative has built and/or enhanced relations between UNSW and the wider community.
• Nominations must include a broad range of testimonials from the people who are involved in the initiative

Prize: $2,000 (individual or shared amongst a team).
Excellence in Diversity and Inclusion

This award recognises initiatives and/or positive contributions made by individuals and teams towards assisting the University in achieving its goals and aspirations within this priority area.

Eligibility for Nomination

- All Academic Staff
- All Professional Staff

Indicators of Excellence in Diversity and Inclusion include, but are not limited to:

- Demonstrated activities that support the access, participation and success of:
  - Indigenous Australians
  - People with a disability
  - Women in disciplines, professions or roles in which they are under-represented
  - People with family or carer responsibilities
  - People from culturally/linguistically diverse backgrounds
  - People who identify as lesbian, gay, bisexual, transgender, intersex or queer
- Examples of demonstrated activities may include recruitment and retention efforts, teaching, student support, research, community outreach activities or other initiatives
- Nominations must demonstrate how the diversity initiative has fostered an inclusive work environment

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

Excellence in Environmental Sustainability

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

Eligibility for Nomination

- All Academic Staff
- All Professional Staff

Examples of Excellence in Sustainability include, but are not limited to:

- Introduction of sustainable practices in a Faculty/Division or School/Unit
- Contribution to the development of a sustainability culture at UNSW
- Development of local sustainability practices and procedures

Prize: $2,000 (individual or shared amongst a team).
Eligibility Criteria
1. Nominees must be employed by the University on either a continuing basis, or on a fixed term contract which they have held for at least 12 months prior to the date of nomination
2. Self-nominations will not be accepted
3. Recipients of an award cannot be nominated again in that category for three years.

Guidelines for Preparing a Nomination
1. Nominations will be accepted from any UNSW Academic or Professional Staff Member, UNSW Student, or external community member.
2. Nominations must include a broad range of testimonials
3. Expect each reviewer to spend up to half an hour on what you have written, so ensure your nomination has maximum impact
4. Award Committee members will look for:
   - Evidence of outstanding performance - this should include a broad range of testimonials and references from stakeholders such as staff, students and community members external to UNSW
   - Tangible outcomes and achievements that support the priorities and objectives of the UNSW 2015-25 Strategy.
   - Clear and strong endorsement from nominators and endorsers
5. Nominations without the endorsement of the relevant supervisor, Head of School, Dean/Divisional Head will not be accepted

Nomination Process
1. The nomination form is completed by the nominator
2. The nomination must then be endorsed by the nominee’s:
   - Immediate supervisor
   - Head of school, Centre Director or Unit Manager (if different to the supervisor)
   - Dean or Division Head
3. The nomination form must then be submitted via email to staffexcellenceawards@unsw.edu.au by Friday 25 September 2015 (the nominator will receive a confirmation that the nomination form has been received).

Award Committees
Nominations received for each award will be referred to the appropriate Award Selection Committee. Committee members comprise of key UNSW staff who have expert knowledge and understanding in the Award category.

UNSW Staff Excellence Awards Reception
All nominees and nominators will be invited to the 2015 UNSW Staff Excellence Awards Reception to be held on Thursday 3 December from 10 am – 12:30 pm.

Disbursement of Prize Money
Award recipients may elect to have the prize money deposited into their personal bank account through the payroll system (tax is payable and will be deducted by the University at the time of payment) or to have the funds deposited into a Faculty/School fund.
### Summary of Award Categories and Prizes

<table>
<thead>
<tr>
<th>2015 Award Category</th>
<th>Eligible Nominees</th>
<th>Prize</th>
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<tbody>
<tr>
<td>Excellence in Senior Leadership</td>
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### Further Information
For further information about the Staff Excellence Awards, or to discuss the suitability of your nomination, please contact: staffexcellenceawards@unsw.edu.au