

# Guide to preparing your online nomination entry

## NSW Public Servant of the Year

**Recognising exemplary work and outstanding leadership from an individual working for the NSW Government.**

### Eligibility for Awards

The NSW Public Servant of the Year, is an individual award category and only individual current public service employees will be eligible for nomination and awards.

### How to enter your nomination

Create a log-in via the [Premier's Awards online portal](#), where you are required to submit an nomination for the [Premier's Awards](#). This template can assist you in putting together a nomination. A detailed guide to using the online nomination portal can be obtained from your [Awards Ambassador](#).

### Completing the nomination

Use numbers or characters as bullet points where appropriate or start new lines or paragraphs to focus on the requirements of the criteria. Speak to your [Awards Ambassador](#) for more information on how to nominate.

Avoid using jargon and provide a glossary if using acronyms or abbreviations for the judging panel members.

\* Where you see this symbol, a response to this question is compulsory.

## 1. Details

Entrant

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Cluster\*

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Department/Agency\*

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Nomination name\*

## 2. Nominator & Nominee details

### Nominee's details

Nominee's position title\*

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Nominee's email address\*

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Nominee's division/agency\*

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Office location (suburb)\*

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Employment status\*

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### Nominator's details

Nominator's name\*

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Nominator's organisation/agency

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Nominator's contact number\*

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Nominator's email address\*

### 3. Responses to the Public Servant of the Year nomination questions

The nomination will be evaluated against the following weighted criteria:

Criteria	
<p><b>Innovation and Outstanding Delivery</b></p> <ul style="list-style-type: none"> <li>• Initiative shown by the individual in identifying the potential for improvement to systems or service provision to the public.</li> <li>• Evidence of innovation in responding to a problem, opportunity, or new policy, and in the delivery of the project.</li> <li>• Commitment to public sector values, leadership, collaboration, excellent customer focus and stakeholder engagement.</li> <li>• Perseverance and dedication throughout the project to ensure success.</li> </ul>	<p><b>40%</b></p>
<p><b>Benefits and Results</b></p> <ul style="list-style-type: none"> <li>• Evidence of how the individual effectively contributed to, initiated and/ or lead the overall success of a project or initiative.</li> <li>• Evidence of how well their work improved systems, services or outcomes for the people of NSW.</li> <li>• Did the individual optimise opportunities, engage stakeholders effectively and manage risks or issues?</li> </ul>	<p><b>40%</b></p>
<p><b>Above and Beyond</b></p> <ul style="list-style-type: none"> <li>• Did the individual go above and beyond their normal duties or in a project or initiative?</li> <li>• Did the individual demonstrate commitment to public sector values including excellent collaboration, customer focus, stakeholder management and leadership?</li> <li>• Did the individual exceed expectations for the work to succeed?</li> </ul>	<p><b>20%</b></p>

### **Summary of nomination\***

Briefly describe the individual that you are nominating for the NSW Public Servant of the Year and their exemplary work and outstanding leadership for the NSW Government.

Note: if the nominee is shortlisted as a finalist, this text will be used in the nomination summary and on the Premier's Awards website.

(Word limit 150 words)

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### **Briefly describe a problem, challenge or opportunity that showcases the individuals exemplary work and outstanding leadership\***

This could include details of:

- initiative shown by the individual in identifying the potential for improvement to systems or service provision to the public
- what caused the team to act and their initial response.

(Word limit: 200 words)

## How did the individual contribute or lead in solving the problem or challenge, or optimise the opportunities?\*

This could include details of:

- innovation in responding to a problem, opportunity, or new policy, and in the delivery of the project
- what was outstanding or remarkable about the delivery of the work
- commitment to public sector values, collaboration, excellent customer focus and stakeholder management, leadership
- perseverance and dedication throughout the project to ensure success.

(Word limit: 200 words)

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## How did the individual contribute and lead to the results that were achieved?\*

This could include details of:

- contribution or leadership of the project or initiative
- initiative to reach targets or goals
- management of timelines and budgets
- evidence of innovation
- evaluation outcomes and improvements
- contribution to transferability or scalability of the project or initiative
- risk management
- work to improve systems, services or outcomes for the people of NSW
- stakeholder engagement.

(Word limit: 200 words)

## How does the individual go above and beyond?\*

This could include details of:

- how the individual went above and beyond their normal duties or what is expected of them in their role, or in a project or initiative
- how they value and demonstrate commitment public sector values, leadership, collaboration, excellent customer focus and stakeholder engagement
- how they exceeded expectations for the work to succeed.

(Word limit: 200 words)

## 4. Attachments

The online awards system will allow nominators to add attachments and to add links or videos. The maximum number of attachments or links is ten per entry, with a maximum file size of 5MB, and up to 10MB in total.

You may attach photos, graphs, tables, diagrams, videos, links and other supporting documentation with the nomination. These should be clearly referenced in the nomination text or listed in a separate attachment with descriptions of how each one supports the nomination.

Ensure attachments are relevant to the nomination and their purpose is clear to the judges. Physical examples of project or promotional collateral and materials will not be accepted. However, you may attach photos of these if they are crucial supports for the nomination.

Please remember to attach all supporting documentation in your email when sending this nomination form.

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### Add a links or videos

The link can be to a website, or to a video, e.g. YouTube or Vimeo URL. You can also add any extra information about the URL.

## 5. Referees

Please supply the names and contact details of three referees or impacted stakeholders that are happy to be contacted for more information about the nominated project during our quality assurance and judging periods.

### Referee 1

Name\*

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Position title and connection to the nominee\*

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Email address\*

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### Referee 2

Name\*

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Position title and connection to the nominee\*

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Email address\*

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### Referee 3

Name\*

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Position title and connection to  
the nominee\*

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Email address\*

## 6. Final steps

The nominee is a NSW public sector employee, not a contractor\*

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Does the nomination has evidence such as metrics or evaluation data to show its positive impacts, improvements and any progress in the Premier's Priority? Is the evidence included or attached?

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How did you find out about this award?\*

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Other

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What recognition (if any) of being nominated is planned for this employee?

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When nominating an individual, if you wish to remain anonymous to the nominee, please select.\*

I wish to remain anonymous

I wish to remain known.

### Completing your nomination application

Please remember to save this completed form and attach all supporting documentation in your email when sending your nomination.