CELEBRATING

YOU

VICE-CHANCELLOR'S EXCELLENCE AWARDS
FOR PROFESSIONAL STAFF 2022

MACQUARIE
University
SYDNEY·AUSTRALIA

Awards

OUTSTANDING SERVICE

COLLABORATION, CONNECTION AND BELONGING

INNOVATION AND PROCESS IMPROVEMENT

LEADERSHIP EXCELLENCE

DIVERSITY AND INCLUSION

AGILITY (FOR PANDEMIC RESPONSE)

A message from the Vice-Chancellor

"Professional staff are an integral part of the University's ongoing success. It is important that exceptional performance is appropriately recognised and rewarded. These last two years with COVID-19 have been extraordinarily tough, and it is important we recognise those staff who have gone above and beyond their normal course of duty."

Professor S Bruce Dowton
VICE-CHANCELLOR

ABOUT THE AWARDS

Introduced in 2014, the Vice-Chancellor's Excellence Awards for Professional Staff recognise the exceptional performance of staff members at Macquarie University for:

• going above and beyond the normal requirements of the role

• serving the strategic objectives of the University

• demonstrating a commitment to service and engagement.

ELIGIBILITY

The Vice-Chancellor's Awards for Professional Staff are open to Macquarie University staff who meet the following eligibility criteria for an individual or team nomination:

• currently hold a continuing or fixed-term appointment at the University

• have completed a minimum of 12 months' employment at the University

• professional staff appointed at HEW Levels 1–10

• both individuals and teams are eligible.

PLEASE NOTE

• Nominations should relate to exceptional performance demonstrated since the beginning of 2020.

• Individuals or teams cannot self-nominate for the awards.

• If you are nominating a team, most of the team must consist mostly of continuing or fixed-term professional staff, whose contribution to the activity/project can be clearly demonstrated.

• Teams can be functional or project-based consisting of staff from different areas.

• Teams should be a maximum of 10 staff members, but larger groups may be considered under special circumstances.

• If you are nominating a team, each individual team member must be listed on the online nomination form.

Award categories

OUTSTANDING SERVICE

Delivering outstanding service to clients and/or stakeholders
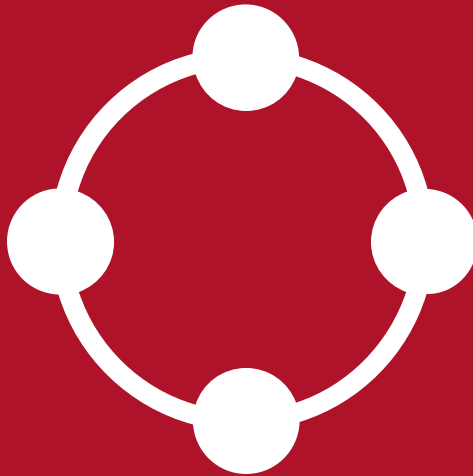
Examples include:

- taking accountability for and resolving challenging client issues or overcoming barriers to effective service

- establishing ways to create more positive and engaging experiences for clients

- inspiring, motivating and leading others to improve service delivery.

COLLABORATION, CONNECTION AND BELONGING

Building connections and actively collaborating with others within and/or outside the University

Examples include:

- breaking down silos and developing deep relationships outside their team, office, faculty or the University, in service with the University's strategic objectives

- proactively connecting and actively collaborating with other staff to resolve a shared problem or achieve a shared goal

- developing meaningful and productive collaborations with external stakeholders.

INNOVATION AND PROCESS IMPROVEMENT

Initiating and implementing innovation and/or process improvement
Examples include:

- implementing creative and impactful ways to achieve the University's strategic objectives

- developing new approaches, processes or systems that improve operations and/or service delivery

- continuously looking for ways to improve, streamline or simplify complex processes and procedures.
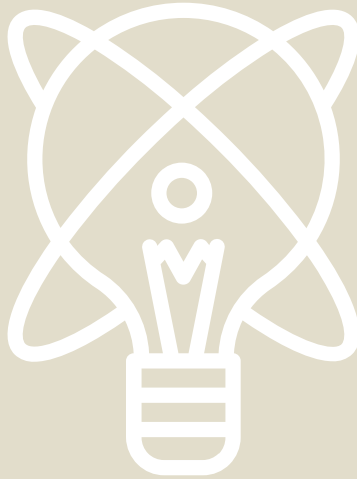
LEADERSHIP EXCELLENCE

Creating a culture of service and engagement
Examples include:

- demonstrating positive leadership behaviours – such as honesty, integrity, trust, appreciation of others and empowerment – to achieve the University's strategic objectives

- creating a high performance-team environment in which diversity of people feel they belong, are valued and respected.
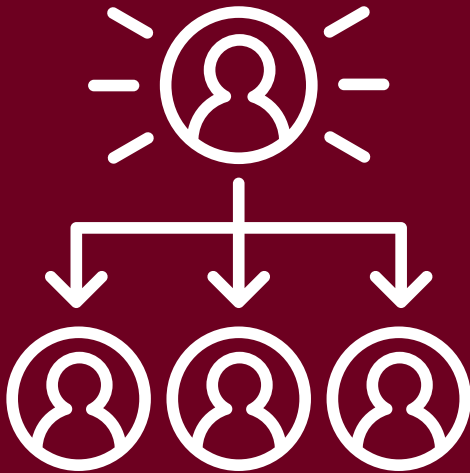
DIVERSITY AND INCLUSION

Valuing individual differences and actively promoting and advancing the inclusion and belonging of others
Examples include:

- promoting respectful behaviour among staff or student groups

- developing networks that share experiences, support each other and act as mentors and role models to others

- breaking down barriers and stereotypes through outreach, opportunity or advocacy.

AGILITY

(FOR PANDEMIC RESPONSE)

Listening, understanding and pivoting quickly during COVID-19 and beyond

This award recognises the exceptional and innovative/unique efforts of individuals and/or teams to overcome the challenges our communities, stakeholders, staff and students have faced since the start of the COVID-19 pandemic in March 2020. This extraordinary effort has enabled the University to continue to carry out its mission of teaching, research, service and engagement through this extraordinary time

Examples include:

- connecting with community/stakeholders to understand their changing needs and challenges and responding accordingly

- pivoting quickly and developing new ways of working to support and service our staff, students and stakeholders throughout the pandemic

- demonstrating innovation and resilience to successfully carry out impactful changes and support during the pandemic.
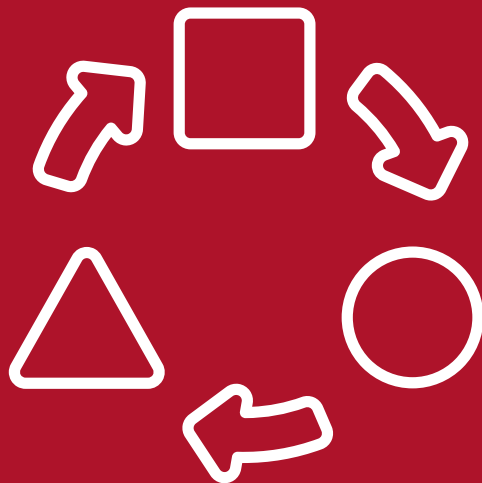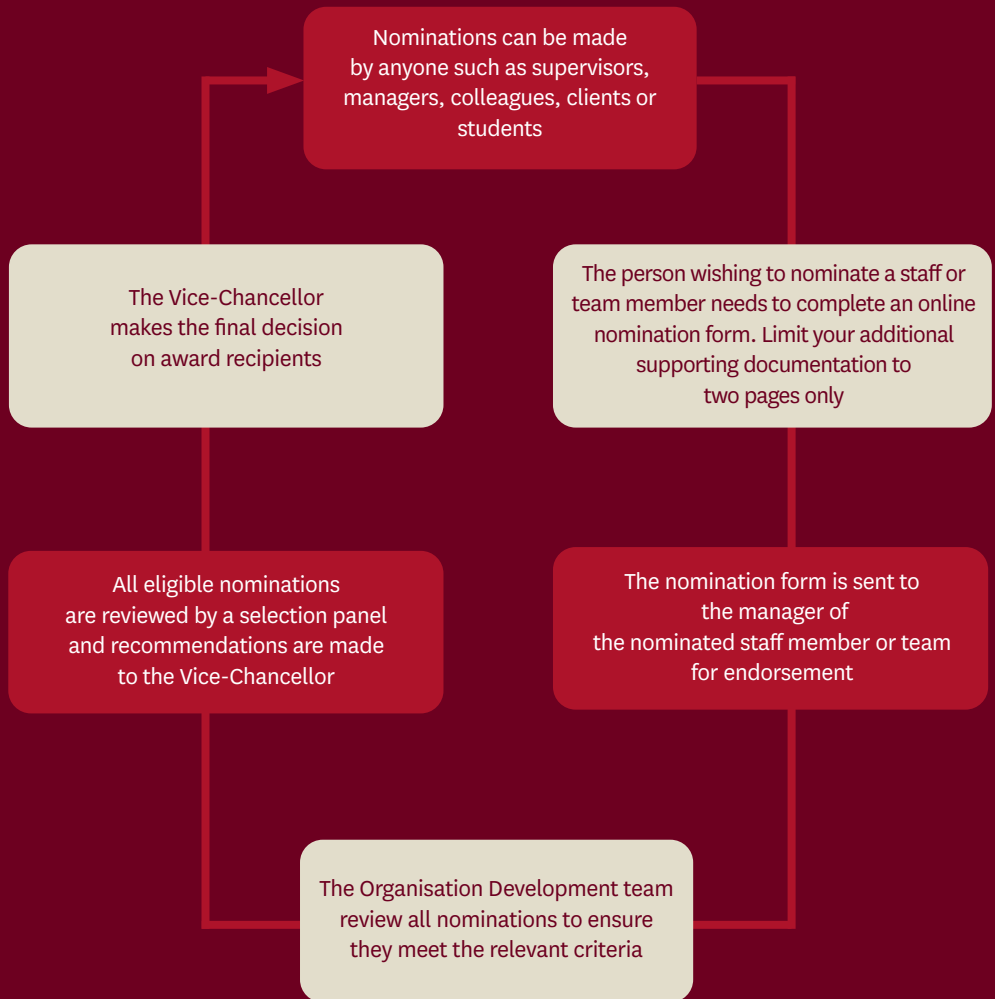
THE AWARD

Recipients of each award are presented with a certificate by the Vice-Chancellor at the awards ceremony and awarded (an individual staff member or team) a $4000 grant for recognised professional development (eg course, conference or accreditation).

Note: Grant money is to be used between 1 January 2023 and 1 December 2023. Recipients must submit details of what they would like to spend their grant on to Organisation Development and their manager/supervisor for approval.

IMPORTANT DATES

- 12 July 2022: Opening date for nominations
- 5 August 2022: Closing date for nominations
- Awards ceremony to be advised

NOMINATION PROCESS

Nominations can be made by anyone such as supervisors, managers, colleagues, clients or students

The Vice-Chancellor makes the final decision on award recipients

The person wishing to nominate a staff or team member needs to complete an online nomination form. Limit your additional supporting documentation to two pages only

All eligible nominations are reviewed by a selection panel and recommendations are made to the Vice-Chancellor

The nomination form is sent to the manager of the nominated staff member or team for endorsement

The Organisation Development team review all nominations to ensure they meet the relevant criteria

Nominate online at
secure.mq.edu.au/forms/view.php?id=100743