Vice-Chancellor’s Excellence Awards
FOR PROFESSIONAL STAFF

Outstanding Service
Collaboration and Connection
Innovation and Process Improvement
Leadership Excellence

For more information, please contact:
Organisation Development | Human Resources | Extension 9716

Or visit the website:
https://staff.mq.edu.au/work/development/staff-excellence-awards
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.”

The Vice-Chancellor’s Excellence Awards for Professional Staff were introduced in 2014 to ensure the recognition of exceptional performance of staff members at Macquarie University. Exceptional performance is defined as:

1. Above and beyond the normal requirements of the role
2. Serves the strategic objectives of the University
3. Demonstrates a commitment to service and engagement

Eligibility

Professional staff members at Macquarie University who meet the following criteria are eligible to receive an award:

- Continuing or fixed-term professional staff members
- Minimum 12 months' employment at the University
- HEW Levels 1-10 for all categories
- Both individuals and teams are eligible

Please note:

- Nominations should relate to exceptional performance in the last 24 months.
- Staff or teams cannot self-nominate.
- If you are nominating a team, the majority of the team must consist of continuing or fixed-term professional staff whose contribution to the activity/project can be clearly demonstrated.
- Teams can be functional or project teams consisting of staff from different areas.
- Teams should be a maximum of 10 members.
- Larger groups may be considered under special circumstances.
- If you are nominating a team, each individual team member must be listed in 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 and Connection

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 line 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 which improve operations and/or service delivery.
- Finding ways to streamline or simplify complex processes.

Leadership Excellence

Creating a culture of service and engagement.

Through:

- Demonstrating positive leadership behaviours (such as honesty, integrity, trust, appreciation of others, and empowerment) to achieve the University’s strategic objectives.
THE NOMINATION PROCESS

Nominations can be made by anyone including, supervisors, managers, colleagues, clients, or students.

The person wishing to nominate a staff or team member needs to complete an online nomination form. Up to 5 additional pages of supporting documentation can be submitted to support the nomination.

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

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

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

The Vice-Chancellor makes a final decision on award recipients.

THE AWARD

Recipients of each of the awards are presented with a certificate by the Vice-Chancellor at the Awards Ceremony. Furthermore, for each award category, award recipients (an individual staff member or a team) are given a $4000.00 grant to be spent on professional development for the individual or team (e.g. course, conference, accreditation).

Please note: Grant money is to be used between 1 January 2020 and 1 December 2020. 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

- 1 July 2019: Opening date for nominations
- 26 July 2019: Closing date for nominations
- 16 October 2019: Awards ceremony