

Flinders Professional Staff Awards – Rules and Eligibility

Flinders University is committed to creating, fostering and celebrating a culture where our people are the heart of our endeavours. Valuing our people and the work they contribute towards our vision forms the basis upon which our mission will be achieved: Changing lives and changing the world.

Our ethos and values define the way we carry out our work, inform the decisions we make, and shape how we interact with each other and our stakeholders. They are the common touchstones that define our shared culture and the foundations upon which our future success is built. Our people bring our ethos and values to life, and we value this contribution.

The Flinders Professional Staff Awards promote a culture of shared success, acknowledging that each individual can make a difference, whilst highlighting outcomes that have resulted in business success and showcasing individuals and teams as role models of behaviour.

The program is based upon a peer nomination process to recognise individuals or teams who exemplify the University's ethos and values and support the achievement of the University's goals.

The following table details the award categories and the form of the award to be received.

Level of Recognition	Description	Award
Flinders Student Centred Award	Recognition for exemplifying our ethos of being Student Centred.	Presentation of certificate and \$250 gift voucher.
Flinders Innovation Award	Recognition for exemplifying the value of Innovation.	Presentation of certificate and \$250 gift voucher.
Flinders Integrity Award	Recognition for exemplifying the value of Integrity.	Presentation of certificate and \$250 gift voucher.
Flinders Courage Award	Recognition for exemplifying the value of Courage.	Presentation of certificate and \$250 gift voucher.
Flinders Excellence Award	Recognition for exemplifying the value of Excellence.	Presentation of certificate and \$250 gift voucher.
Dream Team Award	Recognition for significant team achievements and demonstration of values.	Presentation of perpetual team trophy, individual certificates and staff lunch at Alere café (or similar if not based at Bedford Park).
Flinders Wellbeing Award	Recognition for outstanding commitment in promoting and supporting wellbeing at Flinders University. Examples may include implementing and promoting strategy, policy, systems or initiatives that have a direct and positive impact on staff and / or students.	Presentation of certificate and \$250 gift voucher.

Eligibility

The Flinders Professional Staff Awards will be conferred annually based on an assessment of the individual or team's demonstration of values and achievements for that calendar year.

To qualify, professional staff must be:

- employed at or below HEO10,
- employed on a Fixed Term or Continuing basis, and
- employed by the University at the time of presentation of the award.

Staff cannot nominate themselves, contractors or staff with whom they have a close personal relationship.

Staff may be nominated more than once, although they will be eligible to receive only one award per year.

Flinders Professional Staff Award recipients will not be eligible for an award in the following year.

Process

Any member of the University community can nominate either a professional staff member or team of professional staff for a Flinders Professional Staff Award.

Award selection will be based on the written statements provided by the nominator and any additional information provided by the direct or indirect supervisor, where this is sought by the Selection Committee. Therefore, the nomination must clearly demonstrate how the individual or team demonstrated the Flinders ethos and values.

Using the Service One Nomination Form, the nominator will provide:

1. A succinct overview (maximum 200 words) of how the behaviour and achievements link to our ethos and values. This summary may be published in the Staff Awards Celebration program.
2. Detail on the level of impact of the behaviour or achievement, such as size, reach and significance.
3. Additional supporting material to a maximum of three pages may be provided.

Nomination Process

1. Nominators complete and submit an online Nomination Form.
2. Each nominee's direct and, where applicable, indirect supervisors are advised of the nomination and may be contacted by the Executive Officer (EO) for additional information in support of the nomination.
3. Individual and team award nominees will be advised of the outcome of their nomination.

Selection Committee and Process

The Selection Committee comprises:

- Vice President (Corporate Services) (may nominate a direct report)
- Senior Deputy Vice-Chancellor (may nominate a direct report)
- Deputy Vice-Chancellor (Research) (may nominate a direct report)
- Two professional staff representatives (selected through an EOI process and rotated every 12 months)
- Executive Officer (a member of People and Culture and non-voting)

The Selection Committee, through the EO, will ensure that there are no outstanding administrative or disciplinary matters pertaining to any nominees before the Committee reviews the nominations.

The Selection Committee will assess all received nominations and will judge the scope and impact of the nominee's behaviour or outcomes in conjunction with the alignment to the University's values and ethos. The values and ethos statements will be closely referenced to make the judgements.

Each Selection Committee member will vote on each nomination, with equal voting rights. Where a member of the selection committee, their direct reports or someone with whom they have a close personal relationship has been nominated for an award the member will remove themselves from the voting process of that individual or team.

The Selection Committee will determine the number of awards to be conferred based on the nominations received. If nominations otherwise meet the criteria but are not assessed as being of a standard eligible for an award, nominees may be acknowledged with a letter from the Selection Committee.

The EO is to ensure that awards are noted against each employee's record.

Staff Awards celebration

The University will host an annual Staff Awards Celebration to recognise excellence in teaching, research and the achievements of Professional staff under this award.

Individual award recipients will be invited to attend the annual Staff Awards celebration. Finalists for the Dream team award will be invited to attend the annual Staff Awards Celebration, with the winner to be announced at the event.

Nominators, other colleagues and supervisors of award recipients may also be invited to attend the annual event. This will be limited and dependent on the number of celebration attendees and the venue capacity.

The Media and Communications Team will support the awards by ensuring that they are communicated and promoted to encourage and request nominations over the course of the academic year. The Marketing and Events Team will be responsible for the conduct of the consolidated annual awards celebration.

Approval Authority:	Vice Chancellor, under the authority given in the Recognition of Service, Donations, Significant Contributions or Personal Achievement policy
Responsible Officer:	Director, People & Culture
Approval Date:	6 June 2023

Our Ethos

Student Centred

- Focus on student success
- Empower students as partners
- Encourage the student voice
- Provide timely and meaningful feedback
- Celebrate student achievement

Our Values

Integrity: *recognising effective governance and ethical practices*

- Maintain the highest professional and ethical standards at all times
- Be accountable for actions and follow through on commitments
- Embrace diversity and promote equity, inclusion and social responsibility
- Treat others with courtesy and respect
- Foster a safe and healthy environment for work and safety

Courage: *recognising leadership of staff at all levels in experimenting bravely and achieving outcomes*

- Trust and empower
- Seize opportunities and embrace change
- Learn from experience
- Be open and transparent in our communications
- Pursue critical and open inquiry

Innovation: *achievements in process improvement, new ideas, problem solving*

- Solve problems by “thinking outside the box”
- Promote personal enterprise and creativity
- Encourage teamwork and collaboration
- Be responsive and innovative when faced with new challenges
- Actively engage with business and industry

Excellence: *outstanding achievements/going above and beyond*

- Strive for excellence in every endeavour
 - Commit to quality and continuous improvement
 - Celebrate achievements
 - Deliver exceptional levels of customer service
 - Develop future leaders
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