# Leadership Excellence Awards -

# Data Collection Form

## Emerging Leader of the Year Category

Please note, there is different forms for other categories.

* This form will assist you in collecting all the relevant information needed to complete the

[online nomination form (click here for link).](https://lgprofes.awardsplatform.com/)

* Please refer to the Call for Nominations Booklet and FAQ document prior to completing your submission, found at [www.lgprofessionalssa.org.au/excellence-awards](http://www.lgprofessionalssa.org.au/excellence-awards)

### To log in to the submission portal, or create a new account:

Enter your email:

Enter/create your password:

### To Start a New Submission:

Click ‘Start Entry’

### Start Here

Select the award category: ‘Emerging Leader of the Year’ from the drop down menu

Entry Name:

Enter the name and organisation of Emerging Leader of the Year Nominee (e.g. Sarah Smith, City of Swanlea)

### Nominator Details

**The application must be supported by a nominator, who can be someone within your council, the sector or someone with a special interest in local government. Self-nominations are also accepted.**

Full Name:

Position:

Organisation:

Phone Number:

Email Address:

### Nominee’s Details

**Please list the details of the Emerging Leader of the Year nominee.**

Full Name:

Position:

Organisation:

Phone Number:

Email:

In what month and year did the Emerging Leader commence their leadership role?

The commencement of a leadership role is defined as being given responsibility for the first time to manage staff, including both internal and external work teams and/or manage a department or function. If you are unsure whether your nomination qualifies, please contact us prior to continuing your application.

### Emerging Leader of the Year

**The nominee must respond to the following criteria:**

**Describe what you have done in the past three years to develop yourself professionally and, where appropriate, others: (up to 250 words)**

Enter response here

**Address the following: (up to 500 words)**

### What does leadership mean to you and how have you demonstrated this within your role?

### What are your values and how do you bring them to work?

### Provide an example of how you have led a team, function, or project. What barriers did you face and how did you overcome these?

### Provide an example of how you have had to manage up or navigate relationships above you to contribute to an outcome.

Enter response here

Referees

**This nomination must also be supported by two referees – the nominee’s manager and a direct report or colleague. The nominator is permitted to be a referee if they are a manager, direct report or colleague.**

### Referee 1: Manager

Full Name:

Position:

Organisation:

Relationship to nominee:

Phone:

Email:

**Please provide a reference from the manager discussing how the Emerging Leader has, where appropriate: (up to 500 words)**

### contributed to the development or execution of the organisation’s vision and strategy

### achieved results

### contributed to business performance

### fostered excellent working relationships

### demonstrated personal drive, professionalism, and integrity

### developed themself and others

### managed resources and risk

### considered the health, safety and wellbeing of themselves and others

Enter response here

### Referee 2: Direct Report or Colleague

Full Name:

Position:

Organisation:

Relationship to nominee:

Phone:

Email:

**Please provide a reference from the direct report or colleague discussing how the Emerging Leader has, where appropriate: (up to 500 words)**

* fostered excellent working relationships
* demonstrated personal drive, professionalism and integrity
* developed themself and others
* inspired you

Enter response here

Supporting Information (Optional)

You are permitted to submit a maximum of one additional A4 page in PDF format of up to 5MB to support your nomination. This may include photos, graphs, tables, infographics. Hyperlinks to any videos can also be added below.

Please do not rely on your attachment or hyperlinks to provide key information. All nominations will be judged based on how well the written criteria is addressed. Nominations without supporting documents are not disadvantaged.

Include between three and five photos related to your nomination for use in the footage shown at the Awards Gala Dinner and in subsequent publications. These must be high resolution .jpg format. Please label your files with the award category and council name and then image # according to the following format, e.g. environmentalleadership\_cityofparadise\_image1

**A .pdf file can be uploaded to the form here.**

**Hyperlinks to any videos can be provided here.**

**Images can be uploaded here.**

### Form Summary, Agreement and Submission

**Finally, you will be asked to indicate the following:**

* That you believe the nominee meets the criteria and would be a worthy recipient of this award.
* That you understand that the nominee will be expected to take part in a Zoom interview should the nomination be shortlisted for an award.
* That the nominee’s CEO has
* signed off on the nomination
* signed off that personal drive, professionalism and integrity were demonstrated by all local government professionals associated with the nomination
* acknowledged that by submitting this nomination you have permission from all parties involved.

*Note: Your CEO will be sent a copy of the nomination and asked to verify his/her endorsement.*

* Whether the nominee is aware or unaware of the nomination. *Note: as the Emerging Leader of the Year nomination requires a section to be completed by the nominee, they must be aware of the nomination.*
* That you agree that a summary of the nomination may be published in a document circulated to all SA councils and that finalists may be recorded.