

# HPMA (NI) Awards 2019

## Information & Application Pack



Closing date for  
applications

20<sup>th</sup> February 2019  
at 5.00pm

### 2018 Winners

Rising Star Award – Peter Kane

Team of the Year – Bank Office, South Eastern Trust

HR Professional– Noeleen McCreanor, South Eastern Trust

Innovation in HR Award – Western Trust – Medical  
Recruitment & Reform Project Team

Health & Wellbeing – BSO, Health & Wellbeing Strategy



### What are the HPMA (NI) Awards?

The HPMA(NI) awards are local awards which recognise, reward and share outstanding work in Human Resources in HSCNI, by individuals and teams who have made a real difference to their organisation or department. This year we have a new category “OD, Learning and Development Award” which will demonstrate the strong link between OD/L&D initiatives and key business objectives. We have also listened to your feedback and have attempted to mirror our categories to the National HPMA Awards to enable you to more easily submit your nomination to these also.

### Who can nominate/apply?

Applications can be made by any current member of HSCNI staff for an individual or on behalf of a team, who gives outstanding commitment, delivers exceptional service and should be recognised for going above and beyond the call of duty. The awards will go to the teams or individuals whose application best demonstrates how they meet the criteria for the category award entered. **Nominees should be informed by their nominator prior to submission being entered.**

### What is the deadline to submit applications?

Completed applications must be received by 5.00pm on Wednesday 20 February 2019.

### How are the nominations judged?

A panel of retired HSCNI senior managers and sponsors of the awards will shortlist potential award winners using the criteria from each of the categories. Only information supplied on the application will be taken into account.

### When will people know if they have been shortlisted?

Judging will take place during early March and the top 3 applications in each category will be contacted prior to the HPMA(NI) conference – 4 & 5 April 2019.

### Who should I contact if I have any questions?

If you have any questions about the categories or submitting an application please contact:

Kathey Neill 07525 899112 or

[kathey.neill@setrust.hscni.net](mailto:kathey.neill@setrust.hscni.net)

### How are applications submitted?

Applications are only accepted by completing the attached nomination and relevant application form. When completed they should be emailed, along with a photograph of the individual / team to:

[kathey.neill@setrust.hscni.net](mailto:kathey.neill@setrust.hscni.net)

### What is the award?

The top 3 applications in each category will be invited to attend the HPMA (NI) awards dinner on 4 April 2019 at 7.00pm in Hilton Hotel, Belfast City Centre.

Each finalist will receive a recognition certificate with category winners also receiving a commemorative award.

The Rising Star winner will also receive a continuous professional development opportunity.

### The Rules:

The following rules are designed to make the process as clear and fair as possible:

- Photograph of the individual or team must be included with the application.
- Applications must be made by and for staff or on behalf of teams currently employed by HSCNI.
- No attachments can be included
- There is no limit to the number of applications but a separate application must be submitted for each category.
- Applications must be on the appropriate form and completed in full, demonstrating how each criteria is met for the category entered and must include the individual/team photo.
- IT IS ESSENTIAL THAT APPLICATIONS REMAIN WITHIN THE MAXIMUM WORD COUNT TOTAL.
- Decisions of the judging panels will be final and no correspondence will be entered into.
- Applications should be for achievements made any time from August 2017 - to present.
- Applications received after the closing date of 5.00pm on 20 February 2019 will not be considered.



## What are the award categories?

There are 5 award categories and each application must demonstrate how it meets the criteria from the category being entered as detailed below:

### **JUDGES WILL LOOK FOR EVIDENCE OF IMPACT AND ALSO HOW YOUR SUBMISSION MEETS THE CATEGORY CRITERIA**

Categories	Criteria
<p><b>NI HPMA Rising Star Award (the Alan Gilbert Memorial Award)</b></p> <p>This award aims to recognise up and coming HR practitioners that are set for a bright future in HR at bands 2 - 5</p>	<p><b>Demonstrate on the application form:</b></p> <ol style="list-style-type: none"> <li><b>Impact</b> – makes a tangible contribution to the organisation and the wider HR/healthcare community</li> <li><b>Progression</b> – demonstrates an upwards trajectory beyond the expected in their career</li> <li><b>Leadership</b> – demonstrates a capacity for collective leadership</li> <li><b>Commitment</b> - demonstrates a passion of HR</li> <li><b>Innovation</b> – is ahead of the field in ideas and practices</li> <li><b>Credibility</b> – demonstrates personal credibility within the organisation and HR community</li> </ol>
<p><b>NI HPMA HR Professional of the Year</b></p> <p>This award aims to recognise an HR Professional that has made an outstanding contribution to their organisation and the HR profession at band 6 to 8B</p>	<p><b>Demonstrate on the application form:</b></p> <ol style="list-style-type: none"> <li>Evidence of impact on the organisation or HR profession.</li> <li>Evidence of high levels of personal and professional credibility within the HR profession and organisation.</li> <li>Record of delivery of a high quality customer focussed workforce service.</li> <li>Evidence of initiative, innovation and commitment to HR.</li> </ol>
<p><b>NI HPMA HR Team of the Year</b></p> <p>This award aims to recognise an HR Team (either permanent or temporary) that have worked together to achieve exceptional outcomes</p>	<p><b>Demonstrate on the application form:</b></p> <ol style="list-style-type: none"> <li>Exceptional performance and impact on service delivery.</li> <li>Evidence of excellent team working and cohesive relationships.</li> <li>Thorough evaluation and assessment and exceptional feedback on service.</li> <li>Clearly demonstrate service excellence.</li> </ol>
<p><b>NI HPMA Award for Innovation in HR</b></p> <p>This award aims to recognise a cutting edge, creative initiative within any sphere of HR that has led to improved practice</p>	<p><b>Demonstrate on the application form:</b></p> <ol style="list-style-type: none"> <li>Evidence of true innovation, not simply new ways of working or implementation of policy.</li> <li>Clear demonstration of need and rationale</li> <li>Detail of the process of implementation</li> <li>Evidence that the innovation is making a difference to patient/client care</li> <li>Plans for further research, development and full evaluation</li> <li>The potential for the transfer of learning to other organisations.</li> </ol>
<p><b>HPMA Award for OD, Learning &amp; Development</b></p> <p>We are looking for entries that demonstrate a strong link between L&amp;D initiatives and key business objectives including leadership programmes at all levels.</p>	<p><b>Demonstrate on the application form:</b></p> <ol style="list-style-type: none"> <li>An innovative learning or organisational development initiative that addresses an important business need.</li> <li>A narrative that illustrates how the initiative was implemented and the journey from implementation to success.</li> <li>Evidence of commitment to the learning or organisational development</li> <li>Evidence of return on investment and success in terms of how it has met it's objectives and demonstrated a positive impact on the organisation- <i>please use metrics, anecdotes and case studies. Judges will look for evidence of impact and how this is evaluated</i></li> </ol>

## Tips: How to get Shortlisted

You have until **20 February 2019** to submit your entry to this year's HPMA (NI) awards. Don't leave it to the last minute – you and your team need to start thinking now about suitable projects to put forward. Putting an entry together takes time and energy so it makes sense to follow the advice from those who have been successful in the past and from those who have judged award entries over the years.

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### Here are some top tips:

1. **Enter your application into the most suitable category.**
2. **Get approval!**
3. **Answer the category questions and ensure you include how you meet the category criteria.**
4. **Entries will be excluded for exceeding the word count!**
5. **Check your submission and get a colleague to look too!**
6. **Call/email if you have a query.**
7. **Tell a good story:**

The judges want to be gripped by what you do and how you achieved it. Don't necessarily start at the beginning and work laboriously through the narrative. Perhaps start at the end with a summary of what you have achieved and then let the story unfold. Choose a compelling headline and make yours the one that stands out.

8. **Follow the rules:**

The entry form sets out the questions you must answer and the word limits for each section. While you may feel this cramps your style, it is there to ensure that all the

entries can be fairly judged using a scoring system. You should be explicit in answering the questions and not assume that the judges will spot an implicit point. And don't exceed the word limits – there are no extra points for quantity but you may be excluded!

9. **Clear language:**

Remember the rules of good writing – short words, short sentences, accurate spelling, active verbs. Make your language clear and vivid, avoiding acronyms and local references that others won't understand. Invite at least two people to read it through to ensure it makes sense and has no ambiguities. Check it carefully before you press the submit button.

10. **Stick to the Truth:**

Don't exaggerate, lie or include spurious claims, as judges will see through them.

**Good Luck!**

