



2025 Submission Guide

Staff Member of the Year

What you will need:

1. Your contact details (nominator)
2. Contact details for the person you are nominating (nominee)
3. Your answers to the entry criteria questions
4. Your explanations for how your nominee demonstrates the NSW Health CORE values
5. Contact details for three referees and/or impacted stakeholders

Entry criteria questions

You will be asked to provide answers to the following questions: *(Word limit for each question: 200 words)*

- **Summary of nomination**
Briefly describe the individual that you are nominating for the Staff Member of the Year and their exemplary work and outstanding leadership for Sydney Local Health District.
- **Their leadership – a specific example**
Briefly describe a problem, challenge or opportunity that showcases the individuals exemplary work and outstanding leadership. This could include details of:
 - initiative shown by the individual in identifying the potential for improvement to systems or service provision to the public
 - what caused the individual to act
 - the individual's initial response
- **Their leadership – a summary of their actions**
How did the individual contribute or lead in solving the problem or challenge, or optimise the opportunities? This could include:
 - innovation in responding to a problem or opportunity, through a new policy or delivery of a project
 - what was outstanding or remarkable about the delivery of the work?
 - commitment to public sector values, collaboration, excellent customer focus and stakeholder management, leadership
 - perseverance and dedication throughout the project to ensure success
- **Their leadership – results**
How did the individual contribute and lead to the results that were achieved? This could include details of:
 - contribution or leadership of the project or initiative
 - initiative to reach targets or goals
 - management of timelines and budgets
 - evidence of innovation
 - evaluation outcomes and improvements
 - contribution to transferability or scalability of the project or initiative
 - risk management
 - work to improve systems, services or outcomes for the people of NSW
 - stakeholder engagement



- **Their leadership – above and beyond**

How does the individual go above and beyond? This could include details of:

- how the individual went above and beyond their normal duties or what is expected of them in their role, or in a project or initiative
- how they value and demonstrate commitment public sector values, leadership, collaboration, excellent customer focus and stakeholder engagement
- how they exceeded expectations for the work to succeed

NSW Health CORE values

You will be asked to explain how your nominee demonstrated the NSW Health CORE values of **Collaboration**, **Openness**, **Respect** and **Empowerment**. (Word limit for each value: 90 words)

Referees

All finalists will be considered for submission in to the NSW Health Awards and Premier's Awards. Contact details for three referees and/or impacted stakeholders are required. Before adding their details, please make sure they consent to being contacted for more information about the project during the quality assurance and judging periods.

You will be asked to provide their full name, position, clinical stream/service and facility, email, connection to the nominee and consent to being contacted by the judges about this nominee.

Awards contact and support

Our Awards Ambassador is available to assist you in refining your application, answering any questions and guiding you to the most appropriate category for your submission.

Sydney Local Health District Awards Ambassador

Rachel Alt, Corporate Communication Officer

Email: SLHD-awards@health.nsw.gov.au