

# TEFMA CLEVER CAMPUS AWARDS 2018

## MAURIE PAWSEY SCHOLARSHIP



### General information for applicants

The **Maurie Pawsey Scholarship** is TEFMA's premier education award. The intent of the scholarship is to provide the future leaders of the higher education property and facilities management sector with an opportunity to expand their horizons.

The **Maurie Pawsey Scholarship** contributes to the professional development of a TEFMA member by providing an opportunity each year for a person who is employed by a TEFMA member institution, and is a member of the Association, to attend the annual conference of APPA (US) AUDE (UK) or HEFMA (Southern Africa) and thereafter to visit selected institutions in a study tour relevant to their area of professional practice.

The successful applicant will be required to produce a comprehensive written or mixed media report of no less than 2,500 words describing the applicant's study tour, their findings and the resulting benefits for their work and organisation, to be published through the TEFMA website.

The successful applicant will be required to give a short address at an ensuing annual conference.

The scholarship has a value of up to AUD\$10,000.

The program of institutional visits may occupy several weeks and a grant of 'study' leave or similar for at least the formal portions of the visits, in addition to the time for the conference, will be required from the applicant's organisation. The successful applicant may also need additional financial support from their institution to cover travel costs over and above the value of the scholarship.

Scholarship applications will be evaluated on the basis of the [criteria](#) set out below. The **Maurie Pawsey Scholarship** is proudly sponsored by SCHNEIDER ELECTRIC.

### Application dates

Applications for the **Maurie Pawsey Scholarship** 2018 open on **23 April, 2018**.

To be considered for the **Maurie Pawsey Scholarship** 2018, applications and supporting material should be received by TEFMA no later than **5pm on 30 May, 2018**.

Submissions must be made on the official [application form](#).

Scholarship [criteria](#) should be addressed in applications.

## Assessment of applications and announcement of scholarship winners

Selection of the successful applicant will be approved by the TEFMA Board following receipt of a recommendation from a panel established to review the applications.

The review panel will include the following members:

- Chair, Education Committee
- Deputy Chair, Education Committee
- A Past-President of TEFMA.

Applications will be judged against the published criteria. Panel deliberations will be confidential and TEFMA's decision is final. No correspondence or appeal process will be entered into.

The panel may decide not to award if it deems that no suitable applications have been received.

More than one scholarship can be awarded in any calendar year.

Evaluation of applications for the scholarship will be completed by July 2018, with the successful applicant to be announced at the TEFMA Awards Dinner at the TEM conference of the year of the application; in Perth, 10<sup>th</sup> September 2018.

## Eligibility

The **Maurie Pawsey Scholarship** is open for applications from individuals employed full time in the facilities department of a TEFMA Member Institution.

Individuals from any discipline associated with property and/or facilities management in a member institution are encouraged to apply.

Candidates must be operating at a first line supervisory position or above.

Only one nomination per institution is permitted each year for this scholarship.

Scholarships will normally be granted to an individual only once.

If the candidate is not already a member of TEFMA, then the host Institutional Member is to arrange for the candidate to become a member of TEFMA.

Scholarship applicants may be required to undertake an interview.

## Maurie Pawsey Scholarship criteria

Applications should clearly reference the criteria provided. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

Applicants should broadly propose a program of travel and research, including attendance at the annual conference of APPA (US) AUDE (UK) or HEFMA (Southern Africa) and thereafter to visit selected institutions in a study tour relevant to their area of professional practice.

### A. Professional development

Applicants should include material evidencing their own developing professionalism, and should describe their potential to increase the positive impact they can make in property and/or facilities management in their institution, should they be successful in winning the scholarship and undertaking the proposed study tour.

Applicants should describe how their proposed program of travel and research, including attendance at a nominated conference, in accordance with the Maurie Pawsey Scholarship guidelines, will assist them in broadening their knowledge of tertiary facilities management.

Applications should include reference to institutions proposed to be visited in a study tour following attendance at the conference; why they have been selected, and what the applicant hopes to learn as a result of the activity.

Applicants should clearly demonstrate how the scholarship will professionally benefit both themselves and their Institution.

### B. Leadership

Applications should demonstrate that the applicant is developing leadership skills in a current role.

Applicants should provide recent examples of workplace tasks or situations where they showed strong leadership, recognised as such by their peers and/or supervisor.

Applications may reference some or all of the following:

- Leadership attributes: Describe your leadership role requirements and the attributes needed to perform it successfully. Describe how the attributes you have displayed have resulted in creation of an environment to enable achievement of outstanding outcomes.
- Organisational relationships: Describe your work with a team, and the attributes required to gain positive outcomes. Describe how your professionalism in organisational relationship management resulted in excellent performance outcomes.

- Customer relationships: Describe the skills you needed in client relationship management to provide the required services. Describe how your customer relationship management skills resulted in customer needs and expectations being met and / or exceeded.

### C. Representation

Applications should demonstrate that the applicant is developing representation skills in a current role.

Applicants should provide recent examples where they represented their Department or Institution, at a senior level, within or external to the Institution.

Applications may reference some or all of the following:

- Representation attributes: Describe your representation role requirements and the attributes needed to perform it successfully. Describe how the attributes you displayed enabled you to represent your organisation appropriately.
- Knowledge: Describe the knowledge you needed to represent your department or institution and the attributes you required to successfully convey your knowledge of the situation.
- Relationships: Describe the types and roles of the other people involved in the situation, and the skills you were required display to interact with them and successfully represent your organisation.

### D. TEFMA Participation

Applications should demonstrate that the applicant has a continuing interest in TEFMA and appreciates the value of participating in TEFMA activities.

Applicants should demonstrate their knowledge of the mission and workings of TEFMA by referencing some or all of the following:

- Active participation you may have had with TEFMA in the past.
- Recent understanding you have developed about the activities of TEFMA.
- Ways in which you would be interested in contributing to TEFMA in the future.
- Suggestions with respect to future activities that TEFMA could undertake to expand its work in the higher education property and facilities management sector.

## Application form

### Instructions

1. To be considered for this scholarship you must provide the following:
  - Completed [application form](#).
  - Supporting materials (if any).
  - Details of any additional material to be made available should the review panel choose to make a site visit.
2. All sections of the application form must be complete for an application to be considered.
3. Applications must be endorsed and signed by the relevant Institutional Member and must be accompanied by a written statement that the required time and additional funding will be provided.
4. Applications must be submitted online via the Online Submission Portal which can be found here: <https://leishman.eventsair.com/tefma-scholarships-awards-2018/scholarships-application-form>
5. Save your file name as YOURSURNAME\_SCHOLARSHIP NAME\_datesubmitted i.e. SMITH\_MAURIEPAWSEY\_12.05.18. Word or PDF is acceptable.
6. If you have supporting documents (up to 2 supporting documents can be uploaded), please ensure they are saved as YOURNAME\_SCHOLARSHIP NAME\_Attachment A or Attachment B i.e. i.e. SMITH\_MAURIEPAWSEY\_ATTACHMENT A
7. Once you have submitted your scholarship you will receive an automatic email within 24 hours. If you do not receive an email, please email the TEFMA Secretariat: [info@tefma.com](mailto:info@tefma.com) to confirm your application has been uploaded correctly.
8. Applications are due by **5 pm on 30 May 2018**. Please contact the TEFMA Secretariat on +61 3 6234 7844 or [info@tefma.com](mailto:info@tefma.com) with any queries.

### Hints for application preparation

Be factual and positive. It is important to provide evidence to back up your claims. As well as describing the situation you are presenting, you should cite actual examples relating to the work done, how well it was carried out, what was achieved, and how it has benefited your institution.

Responses need not be lengthy, but they should be relevant, include meaningful supporting descriptions, and should demonstrate particular characteristics, qualities or approaches that have resulted in the work making a significant contribution to your organisation.

A submission should anticipate the key points a panel member will be looking for in the responses to the scholarship criteria.

To maximise your chances of success it is important that you address the scholarship criteria to clearly identify the suitability of your application for consideration as winner of the scholarship.

When addressing the criteria you should look for things to highlight that might set you apart from other applicants. Be clear and to the point and do not exceed word limits. Edit your responses for grammar, spelling and punctuation.

## Maurie Pawsey Scholarship Application form

Applicants should address all sections 1 – 6 in this form and should note items 7 and 8.

### 1. Applicant information

The applicant's institution must be a current financial member of TEFMA.

Applications are required to be supported by the TEFMA Institutional Member.

Applicant's name:	
Applicant's Institution:	
Applicant's Title:	
Contact Details:	Phone: Email:
Name and Position of Applicant's Direct Supervisor	
Supervisor's Contact Details:	Phone: Email:
Supervisor's Comments: <i>(A short character reference and statement of support from applicant's Supervisor, including how long the Supervisor has known the applicant and in what capacity)</i>	
Name of TEFMA Institutional Member:	
Institutional Member's Supporting Comments:	
Signature of Institutional Member:	
Date:	

## 2. Abstract

Provide an abstract of no more than 250 words, summarising the key aspects of your application for the Maurie Pawsey Scholarship, 2018.

250 words maximum

## 3. Narrative

Provide a narrative describing the study tour you would propose to undertake should you be awarded the Maurie Pawsey Scholarship 2018.

OR

Provide your narrative using an alternative media presentation form such as video, graphic representations or other standard formats.

500 words maximum

## 4. Response to selection criteria

Respond to all scholarship criteria, with a maximum of 500 words for each.

Applications should clearly reference the criteria. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

CRITERIA	RESPONSE
<p><b>A. Professional development</b></p> <p>Applicants should include material evidencing their own developing professionalism, and should describe their potential to increase the positive impact they can make in property and/or facilities management in their institution, should they be successful in winning the scholarship and undertaking the proposed study tour.</p> <p>Applicants should describe how their proposed program of travel and research, including attendance at a nominated conference, in accordance with the Maurie Pawsey Scholarship guidelines, will assist them in broadening their knowledge of tertiary facilities management.</p>	<p>500 words maximum</p>



Applications should include reference to institutions proposed to be visited in a study tour following attendance at the conference; why they have been selected, and what the applicant hopes to learn as a result of the activity.

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500 words maximum

## 5. Supporting materials

Supporting materials for applications may be provided and should be listed within, and attached to, your application.

The judging panel will decide whether or not to review all material provided, depending on the extent to which it informs the application, and the quantity of information.

Applicants should provide only information of direct relevance to support their application as the time available to the judging panel to make their assessment is limited.

List of any supporting materials:

## 6. Additional material for site visit

Provide a list of any supporting materials that would be made available to the judging panel during a site visit, should a visit and interview be scheduled.

List of any additional materials for panel review:

## 7. Snapshot video

The successful applicant will be asked to provide a brief, maximum 2 minute video presenting a snapshot of their current role and proposed study tour.

## 8. Presentations after completion

The successful applicant will be required to produce a comprehensive written or mixed media report of no less than 2,500 words on completion of the study tour, to be published through the TEFMA website.

The successful applicant will also be required to give a short presentation at an ensuing annual conference, describing their experiences resulting from winning the Maurie Pawsey scholarship.