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.

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| 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:  *(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)* |  |
| Name of TEFMA Institutional Member: |  |
| Institutional Member’s Supporting Comments: |  |
| Signature of Institutional Member: |  |
| Date: |  |

1. Abstract

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

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| 250 words maximum |

1. 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.

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| 500 words maximum |

1. 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.

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| CRITERIA | RESPONSE |
| 1. 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. | 500 words maximum |
| 1. 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. | 500 words maximum |
| 1. 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. | 500 words maximum |
| 1. 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. | 500 words maximum |

1. 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.

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| List of any supporting materials: |

1. 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.

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| List of any additional materials for panel review: |

1. 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.

1. 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.