# TEFMA CLEVER CAMPUS AWARDS

EMERGING PROFESSIONAL AWARD

General information for applicants

2017 was the inaugural year of the TEFMA **Emerging Professional Award** in recognition of outstanding professional practice by a young member.

The **Emerging Professional Award** acknowledges promising future leaders in the sector, recognising a member of age 30 years or less that has had a positive influence in the management of property and/or facilities of a member institution. Applications for this award may highlight excellence from a young person starting their career in the higher education workplace, or someone who has had some career experience in another sector but has recently moved into higher education property and facilities management.

Award applications will be evaluated on the basis of the [criteria](#criteria) set out below.

As well as sector recognition, the award winner will receive a uniquely designed, hand crafted trophy, certificate and gift card.

Application dates

Applications for the **Emerging Professional Award** open late **March each year.**

To be considered for the **Emerging Professional Award** applications and supporting material should be received by TEFMA no later than **5pm AEST on the closing date** as noted on the [TEFMA website](https://www.tefma.com/scholarships). If an extension is required, this request is to be received in writing by the Secretariat by this date.

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

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

Assessment of applications and presentation of awards

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

A review panel, including representatives from TEFMA and the professional sector, will be nominated to judge applications. The TEFMA representatives will include the following members:

* Deputy Chair, Membership Services Committee
* General Manager, TEFMA
* A Past-President of TEFMA
* Industry representative

Should an applicant be from the Deputy Chair, Membership Services Committee institution, the Chair, Education Services Committee will chair the review panel to avoid any potential conflicts of interests.

Applications will be judged against the published criteria. Panel deliberations will be confidential, and the judges’ decisions are final. No correspondence or appeal process will be entered into.

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

Evaluation of applications for the scholarship will be completed in June / July, with those short-listed to be contacted at least 4 weeks prior to the annual TEFMA Conference. The successful applicant will be announced at the [Annual TEFMA Clever Campus Awards Dinner - Tertiary Education Facilities Management Association](https://www.tefma.com/annual-tefma-clever-campus-awards-dinner), which forms part of the TEFMA Conference. Details of the annual TEFMA Conference can be found via the [Conference website](https://tefmaconference.com/). Should there be any reason the Awards Dinner is unable to take place in person, an online event will be hosted.

The award winner and / or their nominator may be asked to make a brief presentation, including a 2-minute video, on receiving the award at the TEFMA Clever Campus Awards Dinner. Runners up may have the opportunity to have their 2-minute electronic presentations on display at the Awards Dinner venue.

Eligibility

The TEFMA **Emerging Professional Award** is open for applications from any individual, or on behalf of any individual, aged 30 years or less, working in a relevant department of a TEFMA member institution.

Individuals with outstanding achievements in relevant areas during the past year are encouraged to apply; alternatively, they may be nominated for the award by a colleague or manager.

There is no limit on the number of applications from one institution.

Emerging Professional Award 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.

1. Background

An individual’s growing professionalism should be evidenced, with their approach to carrying out their role making a positive impact on property and/or facilities management in a member institution.

Applications should exhibit quality work, resulting in a contribution of significant value to the organisation and benefits to staff, students, and visitors as a result.

1. Interpersonal skills

Applications should reference some or all of the following:

* Leadership: Promising future leadership abilities, including attributes such as integrity, initiative and a focus on quality performance outcomes.
* Customer relationships: Emerging skills in client relationship management for service provision, such as customer needs awareness, follow up, a can-do attitude, service levels and requirements exceeded.
* Organisational relationships: Quality work within a team, such as commitment, inclusiveness and good communication skills.

1. Professional practice

Applications should reference some or all of the following:

* Professionalism: Extensive understanding of the matter at hand and a willingness to ‘go the extra mile’ have ensured a successful result.
* Planning: A good understanding of organisational objectives, goal setting, measurement and reporting on outcomes have led to successful results.
* Process improvement: Improvement of a process has resulted in the effectiveness of work being measurably improved. Technical, administrative or other process types may be addressed.
* Research: Objective information gathering, and well-planned analysis have resulted in new information being identified, with direct application to its purpose.
* Innovation: A creative approach to solving a problem has led to resolution of an issue.
* Delivery: Quality work in service or project delivery has made a strong contribution to achievement of the required results.

Application form

Instructions

1. To be considered for this award you must provide the following:

* Completed application form.
* Supporting materials (if any).
* Details of any additional material to be made available should the judging panel choose to make a site visit.

1. All sections of the application form must be complete for an application to be considered.
2. Applications must be endorsed and signed by the relevant Institutional Member.
3. Applications must be submitted online via the Online Submission Portal [HERE.](https://tas.currinda.com/register/event/2323)
4. Save your file name as YOURSURNAME\_SCHOLARSHIPNAME\_datesubmitted i.e. SMITH\_EPA\_15.05.24. Word or PDF is acceptable.
5. 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. SMITH\_EPA\_ATTACHMENT A
6. 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.
7. Applications are due by **5pm AEST** **as advised on the TEFMA website** unless otherwise agreed**.** Please contact the TEFMA Secretariat on +61 2 9431 8692 or [info@tefma.com](mailto:info@tefma.com) with any queries.
8. Applicants that are shortlisted will be asked to submit a 2-minute video presenting a snapshot of the nominee and their work proposed for the award.

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 award criteria.

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

When addressing the criteria you should look for things to highlight that might set you or your nominee apart from other applicants.

Be clear and to the point and do not exceed word limits. Edit your responses for grammar, spelling and punctuation.

**NOTE:** Please delete this text and all previous pages prior to submitting Application

TEFMA Clever Campus: Emerging Professional Award – Application Form

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

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 of TEFMA Institutional Member: |  |
| Signature of Institutional Member: |  |
| Date: |  |

1. Abstract

Provide an abstract of no more than 250 words, summarising the key aspects of your submission for the TEFMA Emerging Professional Award

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| 250 words maximum |

1. Narrative

Provide a narrative describing the work proposed for the TEFMA Emerging Professional Award in no more than 500 words,

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

Describe the individual’s role and work proposed for the award in a written response to all award criteria that are relevant to the activity being put forward for the award, with a maximum of 500 words for each.

Applications should clearly demonstrate examples referencing as many as possible of the characteristics listed below. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

|  |  |
| --- | --- |
| CRITERIA | RESPONSE |
| 1. Background   Briefly outline how the individual carries out their role in making a positive impact on property and/or facilities management in a member institution.  Applications should exhibit quality work, resulting in a contribution of significant value to the organisation and benefits to staff, students and visitors as a result. | 500 words maximum |
| 1. Interpersonal skills   Applications should reference some or all of the following:   * Leadership: Promising future leadership abilities, including attributes such as integrity, initiative and a focus on quality performance outcomes. * Customer relationships: Emerging skills in client relationship management for service provision, such as customer needs awareness, follow up, a can-do attitude, service levels and requirements exceeded. * Organisational relationships: Quality work within a team, such as commitment, inclusiveness and good communication skills. | 500 words maximum |
| 1. Professional practice   Applications should reference some or all of the following:   * Professionalism: Extensive understanding of the matter at hand and a willingness to ‘go the extra mile’ have ensured a successful result. * Planning: A good understanding of organisational objectives, goal setting, measurement and reporting on outcomes have led to successful results. * Process improvement: Improvement of a process has resulted in the effectiveness of work being measurably improved. Technical, administrative or other process types may be addressed. * Research: Objective information gathering and well-planned analysis have resulted in new information being identified, with direct application to its purpose. * Innovation: A creative approach to solving a problem has led to resolution of an issue. * Delivery: Quality work in service or project delivery has made a strong contribution to achievement of the required results. | 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 additional materials that would be made available to the judging panel during a site visit, should a visit be scheduled.

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| List of any additional materials for panel review: |

1. Snapshot video

Shortlisted applicants will be asked to provide a brief, maximum 2-minute video presenting a snapshot of the nominee and their work proposed for the award.