

***Recognising exceptional women leaders during COVID-19***

**2021 Top 50 Public Sector Women (Victoria) – COVID-19 Heroes**

The public sector’s central and critical role in the ongoing COVID response is unprecedented.

From crisis policy advice to frontline service, and right across public health programs, economic response and social support, the depth and breadth of effort, commitment and tireless contribution across all levels of government is unparalleled.

Responding to the challenges of COVID-19, ongoing uncertainty and rapid change has required exceptional leadership. And the response of public sector women has never been more extraordinary nor their leadership so crucial for their teams, their organisations and the community.

Women and those identifying as female in established leadership roles have stepped in and stepped up, taking on new responsibilities, secondments and COVID project work. Others have embraced the opportunity they have been given to step in as emerging leaders in extraordinarily difficult circumstances. They have all demonstrated agility, resilience and the ability to adapt and learn on the job.

Help us to discover and recognise the public sector women and those identifying as female from across Victoria in all levels of government who have made an exceptional contribution during COVID-19 - whether in front line work, supporting teams, rapidly adjusting business as usual programs, or working behind the scenes.

Now is the time to acknowledge and celebrate these exceptional women across the public sector who exemplify leadership, commitment and strength in these challenging times.

**Nominations for the 2021 Top 50 Public Sector Women are now open.**

In 2021, we are recognising the outstanding commitment, contribution and achievements of public sector women and those identifying as female who have demonstrated exceptional leadership in either:

* the COVID-19 response
* or adapting and steering “BAU” in the context of COVID-19

Do you know an exceptional woman leader? You can nominate:

* your colleagues, peers, managers and executives
* individuals from State or local government, the Australian Public Service (Victorian based) or statutory authorities
* women who are based anywhere in Victoria.

We invite you to nominate outstanding women across the public sector in Victoria for their leadership during COVID-19.

**Nominations Close: 11.59pm, 22 November 2021.**

**Who is eligible?**

Women and those identifying as female who are employees of the public sector in Victoria including State and local governments, the Australian Public Service (Victorian based) and statutory authorities are eligible to be nominated in the Top 50 Public Sector Women (Victoria) recognition awards.

Please note that individuals cannot nominate themselves.

**Nomination Categories and Criteria**

The Top 50 Public Sector Women (Victoria) recognises two groups of women and those identifying as female through the **Established** and **Emerging** **Leader** categories.

The following criteria are exemplary of the attributes for a COVID leader to be recognised in each of these categories:

**Established Leader Category**

* Recognised as a leader in the public sector in Victoria
* Demonstrated positive and proactive leadership behaviours including integrity and conduct that is evidenced
* Recognised by peers as a role model
* Assumes mentoring or coaching roles
* Committed to a career in the public sector
* Demonstrated commitment to public sector values
* Demonstrated exceptional accomplishments for example:
* published author in area of public administration or public policy
* led initiatives that have resulted in significantly enhanced community or organisational outcomes
* contributed to improve outcomes, has influenced policy change etc.
* Recipient of an award or scholarship.

**Emerging Leader Category**

* Early to mid-stage of career
* Next generation of public sector leaders
* Demonstrated contribution to networking and professional development
* Committed to progressing career in the public sector
* Demonstrated commitment to public sector values
* Demonstrated exceptional accomplishments for example:
* published author in area of public administration or public policy
	+ led initiatives that have resulted in significantly enhanced community or organisational outcomes
	+ contributed to improve outcomes, has influenced policy change etc.
* Recipient of an award or scholarship
* Membership of professional association/s
* Completed recognised leadership program/s.

**Nomination Questions**

Nominations must respond to the following questions (400-word limit per question).

First, identify the appropriate category for your nominee: Established or Emerging Leader. Use the category criteria above as a guide to the examples to include in your responses in support of your nominee. Remember, this year we're recognising the valuable contributions to managing the COVID-19 pandemic.

Provide as much detail as possible for each question within the 400-word limit.

1. How has the nominee demonstrated a positive contribution to the community through her work commitment as part of the public sector during COVID-19?
2. Give examples how the nominee has supported and enhanced her organisation’s capability to respond to the extraordinary challenges of COVID-19.
3. Provide examples how the nominee has demonstrated transformational leadership through continuous improvement and innovation during COVID-19.
4. Provide examples of what your nominee is doing to support other women in the sector
5. **Established Leader:** *Answer this question if your nomination is for the Established Leader Category*: Outline how the Established nominee has contributed to building high performing teams and supporting colleagues as a leader during COVID-19
6. **Emerging Leader:** *Answer this question if your nomination is for the Emerging Leader Category*: Outline how the Emerging nominee has demonstrated exceptional accomplishments during COVID-19.

**How to Submit a Nomination**

Read this information, ensuring that you understand the questions, accept the criteria in full and are aware of the supporting documentation required.

Individuals cannot nominate themselves.

Nominations and supporting documentation are submitted online.

You can save and resume your nomination online at any time before nominations close.

Once a nomination has been submitted via ‘Submit entry’ it is final and cannot be edited.

To submit a nomination, you need to:

1. Create an account and complete an online nomination form. Please answer the questions in as much detail as possible within the prescribed 400-word limit for each question.
2. Download, complete and submit an Authorisation Form in support of your nomination. The Authorisation Form needs to be signed by others:
* verifying that the nominee is eligible to be nominated and is **endorsed by the nominee’s Chair, CEO, Department Secretary, Deputy Secretary or Mayor**
* confirmation by the nominee's **Human Resources Lead and Direct Line Manager** that they are not aware of misconduct by the nominee
1. Please note the following requirements need to be provided *either* at time of nomination, *or* immediately when finalists are shortlisted if the finalist was not aware that they were being nominated:
* signed approval by **the nominee** that the information in their nomination is accurate, and acknowledging that their name, biography and image may be used as part of the publicity of the List announcement
* a portrait photograph (high quality jpg file) and a 100-word biography of the nominee
1. **Submit the completed nomination including the Authorisation Form by 11.59pm, 22 November 2021.**

By submitting the nomination, you are acknowledging that all information provided is accurate and complete.

Receipt of nomination will be acknowledged on submission. All finalists and their nominators are confidentially notified.

Go to [Top 50 Public Sector Women 2021 — IPAA Victoria](https://www.vic.ipaa.org.au/top-50-public-sector-women-2021) for more information including links to:

* A word version of the nomination form to help you prepare your nomination before submission online
* Authorisation Form
* Complete and submit your nomination online

If you have any questions or need assistance with your nomination, please contact IPAA Victoria:

P: 9653 2000 E: awards@vic.ipaa.org.au