



SAMPLE AWARD APPLICATION

Please note this document is not an application form, it is an indication of the information required to provide when applying for this award

Diversity Equity & Inclusion Executive Champion of the Year

The CEO Diversity, Equity and Inclusion Champion award recognises organisation leaders who actively lead safe cultures and ensure DEI is a priority, demonstrating commitment to DEI in their organisation's workforce, and ensuring all employees can feel a sense of belonging and achievement at work.

Applicants must hold the most senior role in their organisation.

Applicant details

- Applicant Name (First and last name of the applicant for the award)
- First Name (For the primary contact for the application)
- Last Name (For the primary contact for the application)
- AHRI member number of the applicant
- Email (For the primary contact for the application)
- Phone Number (For the primary contact for the application)
- Position of the applicant
- Is the applicant the most senior HR or people role in the organisation? (Yes / No)
- Organisation Name

Organisation details

How many employees (FTE) in your organisation?

- 1 (just me)
- 2
- 3 to 5
- 6 to 9
- 10 to 19
- 20 – 34
- 35 – 49
- 50 – 99
- 100 – 249
- 250 – 499
- 500 – 999
- 1,000 or more

How many employees (FTE) in your HR team?

- 1
- 2 – 5
- 6 – 10
- 11 – 20
- 21 – 40
- 41 – 50
- 51 – 75
- 76 – 100
- 101+

Industry

- Choose from list of industries provided on the application

Sector

- Public
- Private
- Not for Profit
- Other

In what location(s) does your organisation operate?

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- Overseas

Leadership

How does the applicant demonstrate active and intentional leadership in DEI matters? (500 words)

Impact

How has the applicant influenced and enacted change and initiatives resulting in significant and sustainable DEI outcomes? (500 words)

Networks & Relationships

How well does the applicant develop and invest in valuable networks and relationships with internal stakeholders and contributors? (500 words)

Consultation

How does the applicant empower employees to bring their 'whole' selves to work? What do they do to encourage employees in cocreation of DEI solutions? (500 words)

Credible Advocate

How does the applicant personally advocate in DEI matters and what do they do to empower others to bring about change within and beyond their organisation? (500 words)

Culture

How does the applicant contribute to achieving a safe workplace culture which allows respect and a sense of belonging for all employees? (500 words)

Please note the applicant's CV is required to be included for applications to individual awards and scholarships. It will not count in your supporting evidence total.

Additional evidence

The award applicant's CV must be submitted to support this application.

The award submission may be supported by evidence in the following format:

- Maximum of 5 x A4 pages (The applicant's CV is not included in these 5 pages)
- Recorded visual presentation (Optional – maximum length 5 mins)

Use of hyperlinks to webpages in supporting evidence counts as one (1) of A4 page.

Please ensure that any critical information is included in your submission statements and does not rely only on evidence. The purpose of evidence is to support what is detailed within the submission statements.

Images

- Please provide a high-resolution headshot in JPEG format
- Maximum file size is 5MB

Referees

To support an application the details of five referees must be supplied.

The following information for each referee will be required

- Name
- Organisation
- Email contact details
- Position title
- Phone contact details
- Relationship to the applicant

Timeline

Please indicate when this initiative or strategy was conceived, how long it was/has been in place, how many cohorts, rounds or iterations (including a pilot) have been completed, and the status of the initiative or strategy.

Metrics

Add a follow up question to the Challenge Overview: Starting metric: Please indicate a key metric attached to this challenge, what it was prior to the commencement of the initiative or strategy, and what target was set to achieve through the initiative or strategy. (please provide specific %, numbers or ratios relevant to the key metric and date measured).

AI

In addition to the existing AHRI statement regarding AI, the judges would like to see a comment in the Awards handbook/website such as the following: Using AI as a tool to write applications for the AHRI Awards is a generally accepted practice. AHRI recommends that applicants use caution and ensure that responses to awards criteria are clear in demonstrating specifically how the initiative, strategy, or individual meet the criteria, with personalised examples, as there is a tendency for AI generated responses to provide generic statements which do not directly reflect the applicants achievements or outcomes.