



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

HR Practitioner of the Year

The HR Practitioner of the year award recognises the most senior HR or people function leader in an organisation. They are able to demonstrate their active leadership by achieving positive, sustainable outcomes for the organisation and the profession through their outstanding capability and behaviours.

Applicants must be an AHRI Member and hold the most senior HR role in their organisation or have responsibility for the HR function.

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

Please provide a brief introduction to the applicant and why they should be considered for this award. (100 words)

Business Strategist

How well does the applicant understand organisational strategy and influence human capability, driving and enabling a competitive, agile and effective organisation? (500 words)

Workforce & Workplace Designer

What contribution does the applicant make to the design of HR strategy and solutions to achieve strategic and operational objectives? (500 words)

Culture & Change Leader

What influence does the applicant have over optimal organisational culture and insights into achieving individual and organisational objectives? (500 words)

Trusted Partner

How does the applicant build and foster relationships and partnerships with stakeholders to optimise organisational capability? (500 words)

Expert Practitioner

In what ways does the applicant build and develop HR knowledge and skills in themselves and others? (500 words)

Organisational Enabler

How does the applicant demonstrate their harnessing of critical thinking and technological knowledge in order to optimise the deliver of HR practices and services? (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
- Position title
- Organisation
- Phone contact details
- Email 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.