

CIPD

Northern Ireland HR Awards 2020



Information Pack



Welcome to CIPD Northern Ireland HR Awards 2020

Welcome to your CIPD Northern Ireland HR Awards information pack where you'll find the information needed to complete your application.

The pack includes category details, key dates, rules of entry and all important hints and tips to support you in creating a winning entry.

Most of our categories remain similar to previous years, however we've added two additional categories to reflect what's happening in HR and L&D.

NEW Category - HR SME of the year – this category invites applicants with 150 or less employees

NEW Category - External consultancy

This year entries will be submitted via our new online entry portal meaning you can complete your entry online and update it right up until the entry deadline. Sections and questions are similar to previous years, but online.

The closing date for receipt of entries is Friday 7 February 2020.

Should you have any queries please contact us at niawards@cipd.co.uk

Best of luck with your entry!

Avril Anderson

Members, Networks and Communities Manager,
CIPD Scotland and Northern Ireland



Key diary dates

- Entries close on Friday 7 February 2020
- Shortlist Announced on Friday 13 March 2020
- Judging Day on Tuesday 31 March 2020
- Awards Gala on Thursday 21 May 2020

How to enter

All entries should be submitted online. Please use the below information to support you in completing your submission online at cipdniawards.awardsplatform.com or by [clicking here](#).

Entry Fees

The CIPD Northern Ireland HR Awards are **free** to enter.

Gala Tickets

Corporate table of 10 places: £950 + VAT
Corporate half-table of 5 places: £500 + VAT

Tickets can be booked by downloading the booking form [here](#).

Website

The awards website can be accessed at www.cipdniawards.co.uk



Categories

Outstanding HR student of the year

Studying is not just about acquiring relevant knowledge – successful students apply what they have learnt to bring about real business benefits. We're looking for an exceptional individual who is currently studying or has recently completed a recognised CIPD qualification at Postgraduate, Intermediate or Foundation-level.

Successful applications will demonstrate how their studies have enabled them to initiate and implement business improvements, either within their own organisation or the organisation they work for. Only students that are currently studying or successfully completed (since January 2019) a recognised CIPD qualification at Postgraduate, Intermediate or Foundation-level can apply.

We will accept nominations from employing organisations or qualification providers with the consent of the individual concerned.

Please note the format of the Outstanding HR student of the year entry form is different to the rest of the categories to reflect the unique nature of the award.

Best change management initiative

This award recognises an initiative that has improved business performance by implementing a programme of major change. Winning entries show that plans aligned with operational strategy and the desired organisational culture and that they have been executed with HR considerations in mind.

Entries will demonstrate HR's contribution through all stages of the programme, from making the business case through to measuring the overall impact of the change programme.



Categories

Best employee engagement initiative

There is a growing body of evidence to prove that engaged employees deliver better performance and organisational effectiveness. This award is seeking to attract entries from organisations who are operating at high performance levels and whose performance emanates directly from high impact employee engagement initiatives.

The award will be seeking evidence of leadership buy in, strong communication channels and an alignment with organisational mission and values. Entries should focus on how employee engagement was developed and tangible results to prove levels of engagement and the outputs achieved.

Best HR/L&D team of the year

This award recognises a HR/L&D team that have demonstrated excellence across the organisation to meet both the needs of the business and its people. Judges will be looking for a HR/L&D team that can demonstrate innovative and unique approaches to addressing either one key business issue across the year or multiple projects. The team will be able to demonstrate exceptional teamwork and leadership including working across boundaries in a timely and effective way.

Entries will illustrate a quantifiable contribution to commercial or organisational achievements because of exceptional team working and operational excellence in execution.

The team will be able to demonstrate how it coordinated itself, aligned its objectives to the overall objectives of the organisation and had a positive impact on employees / business performance. By working together and engaging with the business, this HR/L&D team will have helped their organisation to achieve its objectives.



Categories

Embedding a culture of workplace well-being

This award recognises organisations which place employee well-being centre stage within the organisation and have embedded a strong culture of workplace well-being.

Successful entries will demonstrate an understanding of the holistic nature of employee health and well-being, for example, ensuring that leadership and management capability, wider workforce skills development or job design compliment initiatives such as the introduction of new programmes and benefits.

Entrants will need to provide evidence of impact, such as a reduction in absence levels, accident levels and or improvements in staff engagement/performance.

Best L&D initiative

The judges will be looking for entries that demonstrate a strong link between learning and development initiatives and positive organisational performance. Successful submissions should demonstrate a culture that promotes learning, focusing on talent and performance, as well as encouraging openness among employees about their development needs.

Entrants should give a clear description of the objectives that promoted your learning culture, drove the approach and explain how effectiveness was measured.

Entrants should also indicate the context for the activities, such as a change management programme for example.



Categories

Best diversity and inclusion initiative

This award recognises employers who are genuinely dedicated to creating a diverse and inclusive workplace. The employment and development of people demands that all policies, practices and procedures are based on being inclusive and open to diversity, and regularly checked to tackle and remove unfair bias. Becoming a truly inclusive workplace requires openness, transparency and authentic behaviour, driven by a core belief in equality of opportunity

Entrants will be addressing important challenges in the workplace, including under-representation of certain groupings, fairness and impartiality in relation to reward, flexibility, access to promotion and learning & development opportunities. Entrants will have created an inclusive culture by challenging inequalities, barriers and bias in the development and application of recruitment and selection and people management and reward activities.

External consultancy (NEW)

This award recognises the partnership between an individual consultant/consultancy and a client organisation, working on a specific people-related project to address a strategic issue. The consultancy must have received permission from the client before submitting an entry.

Entries will clearly illustrate how the consultant/consultancy worked collaboratively with the in-house team and wider organisation to undertake a specific people-related project. The objectives of the initiative will be clear and illustrate how this links to the broader people strategy, and the business/organisational strategy.

Entrants will be able to show how the project has delivered tangible business benefits to the organisation, including the impact on key business metrics or clear verifiable examples of how it has positively impacted the overall employee experience.



Categories

Best talent management initiative

Talent management is an essential management practice covering a multitude of areas. This award recognises innovative talent management and the delivery of development opportunities that have an impact on and strengthen the organisation. Entrants should clearly demonstrate an innovative talent strategy that addresses an important business issue with a clear narrative that demonstrates how the strategy is having an impact on the organisation.

Judges will look for return on investment and the impact the strategy has made since implementation.

HR SME of the year (NEW)

This award recognises small and medium organisations (SMEs) with less than 150 employees that are forging ahead in terms of growth and using resources within their means to achieve good people management results. Entrants are likely to show how agility, multi-skilling and small teams can help to achieve strong results.

This award will recognise the use of creativity, innovation and simple methods to address people management issues. Entrants in this category will be conversant with relevant HR policies and good practice while recognising the need to be agile.

Entrants will be able to demonstrate how people management is being embedded within the organisation and how it is improving business performance and / or the customer / employee experience.



Categories

Excellence in HR leadership

This award recognises HR leadership that has demonstrated excellence and impact across the organisation to achieve business success. Entrants will highlight their innovative and unique approaches to addressing business issues, improving culture and providing a sustainable solution that contributes to the success of the organisation.

This entry will illustrate a strategic approach to HR/L&D with a quantifiable contribution to organisational achievements. It will demonstrate a willingness to challenge and work collaboratively across organisational boundaries, along with operational excellence in execution. There can be evidence of upskilling, development and modernisation of HR to align with the needs of the organisation.

We will accept nominations from individuals or teams with the consent of the individual concerned.

Outstanding contribution in the field of people development in Northern Ireland

This award is presented to an individual in recognition of their outstanding and exceptional contribution to the profession within Northern Ireland.

We aim to recognise an individual who has a passion for excellence; whose work demonstrates impact and serves as a model for others; and who is an ambassador for the HR profession in the wider business community.

This category is not open for entries.



Rules of entry

- Entries will only be accepted using the online application process.
- Very similar or identical information cannot be used to enter multiple categories, i.e. each entry has to provide new information specific to that category.
- If the entry is not completed correctly or fully completed it may be deemed to be an invalid entry.
- For these awards, initiatives or strategies entered should include demonstrable results from the period January 2019 to February 2020. Initiatives or strategies developed and implemented prior to this period are eligible provided the impact was measured during the past year.
- Each question online has an individual word count and you will not be permitted to exceed this. This word count includes links to additional information on company websites. Judges may not view this additional information.
- Consultants and other service providers may jointly enter with client organisations. All entries must be signed off by an appropriate person within the client organisation.
- CIPD Northern Ireland and/or judging panel reserves the right to confirm the accuracy of the information provided online.
- The name of the entering organisation will always be used as the name referred to in all announcements and marketing communications, unless instructed otherwise.
- Entrants agree to co-operate with CIPD Northern Ireland who may wish to publicise entries through the use of social media, case studies, specific media articles and events. Commercial sensitivity will always be respected.
- CIPD Northern Ireland and sponsoring organisations may use photographs /video of the awards ceremony and winners as appropriate.
- The decision of the judges is final and no further correspondence will be entered into.
- Finalists in each category will be announced Friday 13 March 2020.
- Finalists are required to attending a short interview with the judging panel on Tuesday 31 March 2020 in Belfast.
- Winners will be announced at the awards gala at the Titanic, Belfast which will take place on Thursday 21 May 2020 in Belfast.



Supporting information

Entrants are permitted to submit **one** additional piece of supporting material. Material may be supplied as follows:

- Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.
- Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of one piece can be uploaded with your entry.
- Video attachments may be hosted on a video site such as YouTube or Vimeo and counts towards the additional attachment limit.

Hints and tips

Entering Online

- Entries must be completed using our online application platform, cipdniawards.awardsplatform.com.
- Make sure you read the info in this awards information pack before you start your application online.
- When you begin to enter a category you will be asked to register on cipdniawards.awardsplatform.com which will create your unique log -in.
- You can start your application and save and return to complete at a later stage.
- Consider the word count, each individual question has a word limit.
- You can download and print your application from the online platform

Tailor each entry

If you are entering multiple categories, do not copy and paste and be sure to pay attention to the specific category criteria and tailor accordingly. Any duplicate entries in multiple categories will be disqualified.



Hints and tips

Clearly describe the business need

- Make sure that you clearly indicate the business transformation or change undertaken, setting out the role HR played and the business need that was being addressed. What was the intended outcome and how was HR central to that?
- What was the specific thinking driving the HR effort and how that effort led to a positive outcome?
- Remember, a great HR idea, initiative or project that isn't firmly embedded in the needs of the organisation or brought to life in your entry may not stand out amongst others, no matter how brilliant!

Show evidence of delivery and achievement

- The evaluation process is designed around being able to clearly see and identify measurable results and outcomes as a result of the specific actions taken by the HR team and those who collaborated with the activities.
- Entrants are asked to clearly indicate where their journey started and where they got to as a result of taking a decisive and distinctive approach. So quantify using appropriate metrics relevant to the business when and where possible!

Explain the people aspects of the project or initiative

- Set out the specific human resource and people management actions that were taken by HR throughout the change or transformation delivered.
- Outline how you achieved support for the project / initiative amongst employees and senior managers.
- Tell us about any cross functional collaboration that was required within the organisation.
- Good entries often have interesting / innovative communications strategies that clearly get the message across to all stakeholders. Which communications methods worked best for your organisation?
- How you intend to build on these efforts in the future?



Hints and tips

Show the distinctiveness of your approach

- Explain what is unique or innovative about your entry.
- What was the scale and complexity of the challenge(s) that had to be overcome?
- Make sure to tell us how the sustainable approach taken will support the organisation in the future.
- Identify how the approach evolved the culture of the organisation to ensure sustainable competitive advantage, engagement and people development.

NEW FOR 2019 - CIPD's professional principles

We have recently launched the [new profession map](#) and we are keen to see entries that embody one or more of the CIPD professional principles (work matters, people matter, professionalism matters). Entries that clearly demonstrate this will receive extra credit from judges.



Online entry process and entry questions

When you select your category you will have to register on the online entry platform at cipdniawards.awardsplatform.com, if you have not already done so.

For your information here are the core questions that you will be asked online for all categories except the Outstanding HR Student of the Year Category. Each of the questions (1 – 9) has a set number of words and you are required to keep within these limits.

Each entry is permitted to have ONE piece of supporting information.

Entry Category

Select the relevant category from the drop down list

Entry Name

Title your entry

Organisation Name

This name will be used in all aspects of the competition

1. Brief organisation overview (100 word limit)
2. Briefly describe your entry (150 word limit)
3. Outline the aims and objectives that you set out to achieve. Please include relevant timeframes. (200 word limit)
4. Please show how the aims and objectives align with overall business objectives. (250 word limit)
5. Outline the specific actions that were taken. (300 word limit)
6. Outline any barriers that were experienced and indicate how they were overcome. (300 word limit)
7. Provide details of the relevant metrics and outcomes. (400 word limit)
8. Summarise the learning from what has been achieved as a result of this activity. How will this inform future HR activity within the organisation? (250 word limit)
9. Any final comments? (100 word limit)



Online entry process and entry questions (Excellence in HR Leadership category)

When you select your category you will have to register on the online entry platform at cipdniawards.awardsplatform.com, if you have not already done so.

For your information here are the core questions that you will be asked online for all categories except the Outstanding HR Student of the Year Category. Each of the questions (1 – 9) has a set number of words and you are required to keep within these limits.

Each entry is permitted to have ONE piece of supporting information.

Entry Category

Select the relevant category from the drop down list

Entry Name

Title your entry

Organisation Name

This name will be used in all aspects of the competition

1. Please select if you are entering yourself for this category or if this is a nomination
2. I have permission from the individual/team to nominate them for this award
3. Name of individual/team this entry relates to
4. Brief organisation overview (100 word limit)
5. Briefly describe your entry (150 word limit)
6. Outline the aims and objectives that you set out to achieve. Please include relevant timeframes. (200 word limit)
7. Please show how the aims and objectives align with overall business objectives. (250 word limit)
8. Outline the specific actions that were taken. (300 word limit)



9. Outline any barriers that were experienced and indicate how they were overcome. (300 word limit)
10. Provide details of the relevant metrics and outcomes. (400 word limit)
11. Summarise the learning from what has been achieved as a result of this activity.
How will this inform future HR activity within the organisation? (250 word limit)
12. Any final comments? (100 word limit)



Online entry process and entry questions (Outstanding HR student of the year category)

When you select your category you will have to register on the online entry platform at cipdniawards.awardsplatform.com, if you have not already done so. **Each of the questions (1 – 14) has a set number of words and you are required to keep within these limits.**

Each entry is permitted to have ONE piece of supporting information.

Entry Category

Select the relevant category from the drop down list

Entry Name

Title your entry

Student Name

This name will be used in all aspects of the competition

Organisation Name

This name will be used in all aspects of the competition

1. CIPD Membership Number
2. Centre Name
3. Qualification
4. Qualification start date
5. Qualification completion date (if applicable)
6. Brief organisation overview (100 word limit)
7. Briefly describe your entry (150 word limit)
8. Give an overview of the project you worked on including the objectives and timescales, (350 word limit)

Continued overleaf...



Online entry process and entry questions (Outstanding HR Student of the year Category)

9. Describe how the knowledge and skills gained on your recognised CIPD qualification supported the successful implementation of your project. (400 word limit)
10. Outline any barriers that were experienced and indicate how they were overcome. (300 word limit)
11. Outline the impact made to your business since its introduction. (400 word limit)
12. Employer endorsement - to be completed by a senior representative or head of department from your organisation. (100 word limit)
13. Endorser's Name (optional)
14. Endorser's Job Title (optional)

Contact Information

For queries related to entering the awards please email niawards@cipd.co.uk

For queries regarding sponsorship opportunities for the awards please contact Avril Anderson on a.anderson@cipd.co.uk.

CIPD

**Northern Ireland
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