

CIPD

**Northern Ireland
HR Awards 2022**

Information Pack





Thank you for downloading the CIPD Northern Ireland HR Awards information pack where you'll find all the details you need to complete your entry.

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

This year we have 14 categories, 13 of which are open for entries, including four new categories for 2022 covering employee voice, resourcing and talent management, apprenticeships and a new award for rising star.

All entries should be submitted via our online entry portal before Friday 17 June 2022.

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

We look forward to seeing your entries!

Lee Ann Panglea

Head of the CIPD Scotland and Northern Ireland

Key dates

Entries open **Friday 8 April**

Entries close **Friday 17 June**

Shortlist announced **Friday 19 August**

Judging day **Thursday 8 September**

Awards Gala at Titanic Belfast **Thursday 6 October**

How to enter

All entries should be submitted via the awards portal at cipdniawards.awardsplatform.com.

The entry form consists of nine fields. Each questions has a set number of words and you are required to keep within these limits.

See the awards portal for information relating to the student category which is slightly different from the other categories.

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

If you are uploading a JPEG or PDF files, the 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.

Entry fees

There is no charge to enter.

Gala tickets

Ticket details and pricing to be confirmed.

Website

Visit the awards website: cipdniawards.co.uk

Categories

Best HR student

Studying is not just about acquiring relevant knowledge – successful students apply what they have learned to bring about real business benefits to the organisation and its people.

We're looking for an exceptional individual who is currently studying or has recently completed a recognised CIPD qualification since January 2021.

Successful applicants will clearly demonstrate the application of CIPD studies, and the student's individual contribution, to the initiation, implementation and evaluation of a bounded HRM/D related business improvement initiative/ project which is significantly important to the organisation concerned.

Please note the format of the entry form is slightly different to the rest of the categories to reflect the unique nature of this award.

Best change management initiative

This award recognises an organisation that has successfully delivered a major organisational change programme, led by people development professionals. As well as making demonstrable contributions to business performance, the winning entry will clearly show that plans are aligned with organisational strategy and the desired organisational culture, and that they have been executed with HR considerations in mind.

As people professionals, we drive change for the good of the organisation and its people. Entries will demonstrate HR's contribution through all stages of the programme, from making the business case, managing effective communications channels through to measuring the overall positive impact of the change programme.

Best hybrid and flexible working initiative

This award recognises an employer that has invested significantly in their approach to flexible working and hybrid working, and created innovative solutions to manage ongoing change that supports employees and managers, while meeting the needs of their organisation.

Entrants will showcase how they have taken the opportunity presented by COVID-19 to rebuild their people strategy to embed flexible future-focussed working, aligning culture and processes to provide flexibility and choice in terms of how, when, and where work can be done. The winning entry will demonstrate agility to respond to ongoing changes while considering factors such as the impact of always-on technology on employee well-being and mental health as well as how success of activity can be measured and evaluated over time.

Best people team

This award recognises an HR or L&D team that has demonstrated excellence across the organisation to meet both the needs of the business and its people. Judges will be looking for a people team that can evidence innovative and unique approaches to addressing either one key business issue across the year or multiple projects, clearly aligned to organisational objectives. A team that has worked together to achieve success.

Entries will detail how the outcomes of the team are measured and evaluated, and evidence a positive impact on the workforce and business performance because of exceptional team working and operational excellence in execution.

Best health and wellbeing initiative

This award recognises organisations which place employee wellbeing centre stage within the organisation and have embedded a strong culture of workplace wellbeing. Investing in people's health and wellbeing is good for business but it's also the right thing to do.

Successful entries will demonstrate an understanding of the holistic nature of employee health and well-being, the important role an organisation's leadership, culture and approach to people management play in supporting an employees' physical and mental well-being at work. Evidence should be shared on how these have been adapted to meet the challenges of Covid-19 and a remote working environment and provide evidence of a positive and sustainable impact.

Best L&D/OD initiative

This award recognises an entry that demonstrates strong links between achieving business goals and organisation development activity, and/or learning and development strategies to boost skills and improve performance.

Successful entries will outline how they have developed a culture that promotes learning and development, coaching, managing performance, innovative approaches to change and work design, as well as encouraging feedback and openness on development needs.

Entrants should indicate the context for the activities, such as a change management programme for example, as well as demonstrating that your approach has taken both the business need and the employee experience into consideration, and evidence how success is measured and evaluated.

NEW - Best employee voice initiative

This award recognises an organisation delivering an impactful, effective and sustainable programme of activity across both policy and practice that promotes the participation of employees in influencing organisational decision-making. Solutions developed and adopted enable employees to voice their opinions and raise concerns at either an individual or a collective level.

This organisation can demonstrate how the programme has made a positive contribution to the overall engagement levels of its workforce through enhanced insight and understanding of its employees and their working lives. Judges would also like to see evidence of this positive contribution and resultant impact on organisational indicators of success.

Best inclusion and diversity initiative

This award recognises an employer that is genuinely dedicated to creating a diverse and inclusive workplace, challenging inequalities, overcoming resistance, breaking down barriers and bias, and making change happen.

Successful entries will evidence how they have become truly inclusive workplaces by addressing important issues in the workplace (such as, but not limited to, under-representation, fairness and impartiality in relation to reward, flexibility, access to promotion, learning and development opportunities) to build a sustainable commitment which benefits both employees and the business.

Employers that are serious about inclusion and diversity ensure that all policies, practices and procedures are based on the principles of fairness and inclusion and are regularly checked to identify and remove unfair bias, and outcomes are measured and evaluated.

Best external consultancy

This award recognises the successful partnership between an individual consultant/consultancy and a client organisation, working on a specific people-related project to address a strategic issue.

Entries will clearly illustrate how the consultant/consultancy worked collaboratively with the organisation to undertake a specific people-related initiative. The objectives of the initiative will be clear, illustrating how it links to the broader people and organisational strategy, and highlighting how it delivered tangible business benefits to the organisation, including the impact on key business metrics.

Consultants/consultancies are invited to nominate projects with specific clients but must have the consent of their client before submitting an entry. Additionally, organisations can nominate consultants/consultancies/suppliers who have positively impacted the business.

NEW - Best resourcing and talent management initiative

This award recognises creative and effective recruitment and talent management strategies that address the current and future needs of the organisation. In the current tight labour market, with increasing skills shortages, it is more important than ever that organisations have robust strategies in place to attract and retain a diverse pool of employees.

Successful entries will demonstrate the design and delivery of creative solutions to acquire and manage talent, including workforce planning, in response to the changing landscape. Judges are looking for a breadth of activities and programmes tailored to maximise impact. Entrants are encouraged to show evidence of how activity has benefitted the organisation, met business objectives, supported organisational agility, and provided an organisation-wide talent pipeline.

NEW - Best apprenticeship scheme

This award recognises organisations clearly committed to delivering high-quality apprenticeship programmes that demonstrate clear alignment with the organisation's business and people strategies. Successful programmes provide great opportunities for learners to progress, support efforts to increase inclusion and diversity and are integrated into the organisations' wider workforce planning.

NEW - rising star of the people profession

This award recognises an ambitious individual at an early to mid stage of their HR career in the people profession (three to five years) who has set themselves apart in their professional journey by having a meaningful impact on their workplace and demonstrating a passion for the profession.

They can evidence their focus on continued professional development and how they practically apply this learning in their day-to-day role to reach more positive outcomes. They adopt a creative and innovative approach to the design, delivery and evaluation of their work to maximise value to the organisation.

Nominations can be made by the individual themselves or anyone who has experienced the positive impact of the work of this person, for example line manager, colleagues, mentor or coach.

Excellence in HR leadership

This award recognises an individual responsible for the design and delivery of a highly impactful people strategy, clearly aligned to their organisation's objectives and delivering a significant contribution to organisational performance and success. Nominees will be the most senior HR professional in their organisation in Northern Ireland, and a leader and role model to others.

Entrants must evidence how their sustainable HR strategy and initiatives delivered by their team enhance organisational capability and contribute to overall business performance, including quantifiable measures of success.

This individual is committed to building the professional capability of their people teams and prepared to challenge the norm and deliver an HR function valued within their organisation.

We will accept nominations from HR leaders, senior colleagues, or teams wishing to recognise their leader.

Outstanding contribution in the field of people development in Northern Ireland

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

This category is not open for entries.

Rules

- Entries will only be accepted using the online application process.
- If you are entering one of the 'initiative' categories, the majority of the delivery should have taken place over the past 12 months.
- 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 form is not completed correctly it may be deemed to be an invalid entry.
- Entrants must work within the word count set for each question.
- 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 the judging panel reserves the right to confirm the accuracy of the information provided on the entry form.
- The name of the entering organisation will always be used as the name referred to in all appropriate 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. Due to the volume of entries we cannot provide individual feedback on entries.
- Finalists in each category will be announced on Friday 19 August 2022.
- Finalists will be invited to a category interview with the judging panel on the 8 September 2022. Finalists must make themselves available on that day.
- Winners will be announced at the awards gala at Titanic Belfast on Thursday 6 October 2022.

Supporting information

- The written component of your entry should be fully explained within the fields on the entry form. Please do not upload any further written material as the judges will not consider this.
- You can upload one piece of supporting information with your entry (PDF or JPG). The maximum size is 5MB.
- Alternatively, if you would like to submit a video as your supporting information you can host this on a video site such as YouTube or Vimeo.

Guidance

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.

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 do 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.

CIPD professional values

We are keen to see entries that demonstrate the values at the centre of the CIPD Profession Map: principles-led, evidence-based, outcome-driven.

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