# Data Collection Form for

# 2023 Leadership Excellence Awards

## Emerging Leader of the Year Category

- note there is a separate form for all other categories.

* This form will assist you in collecting all the relevant information needed to complete the

[online nomination form (click here for link).](https://fs4.formsite.com/LGProfessionalsSA/dqst4paux8/index.html)

* Please refer to the Call for Nominations Booklet and FAQ document prior to completing your submission.

### To log in to the online nomination form:

Username:

Email address for form login:

Password:

### Award Categories

Select Emerging Leader of the Year

### Nominator’s Details

**The application must be supported by a nominator, who can be someone within your council, the sector or someone with a special interest in local government. Self-nominations are also accepted.**

First Name:

Last Name:

Position:

Organisation:

Phone Number:

Email Address:

### Nominee’s Details

First Name:

Last Name:

Position:

Organisation:

Phone Number:

Email:

In what month and year did the Emerging Leader commence their leadership role?

### Criteria

**The nominee must respond to the following criteria:**

**Describe what you have done in the past three years to develop yourself professionally and, where appropriate, others: (up to 250 words)**

Enter response here

**Address the following: (up to 500 words)**

### What does leadership mean to you and how have you demonstrated this within your role?

### What are your values and how do you bring them to work?

### Provide an example of how you have led a team, function, or project. What barriers did you face and how did you overcome these?

### Provide an example of how you have had to manage up or navigate relationships above you to contribute to an outcome.

Enter response here

Referees

**This nomination must also be supported by two referees – the nominee’s manager and a direct report or colleague. The nominator is permitted to be a referee if they are a manager, direct report or colleague.**

### Referee 1: Manager

First Name:

Last Name:

Position:

Organisation:

Relationship to nominee:

Phone:

Email:

**Please provide a reference from the manager discussing how the Emerging Leader has, where appropriate: (up to 500 words)**

### contributed to the development or execution of the organisation’s vision and strategy

### achieved results

### contributed to business performance

### fostered excellent working relationships

### demonstrated personal drive, professionalism, and integrity

### developed themself and others

### managed resources and risk

### considered the health, safety and wellbeing of themselves and others

Enter response here

### Referee 2: Direct Report or Colleague

First Name:

Last Name:

Position:

Organisation:

Relationship to nominee:

Phone:

Email:

**Please provide a reference from the direct report or colleague discussing how the Emerging Leader has, where appropriate: (up to 500 words)**

### fostered excellent working relationships

### demonstrated personal drive, professionalism and integrity

### developed themself and others

### inspired you

Enter response here

Supporting Information (Optional)

You are permitted to submit a maximum of one additional A4 page in PDF format to support your nomination. This may include photos, graphs, tables, infographics.

Hyperlinks to any videos must be included within your written response to the criteria.

Please do not rely on this attachment to provide key information. All nominations will be judged based on how well the written criteria is addressed. Nominations without supporting documents are not disadvantaged.

**A .pdf file can be uploaded to the form here.**

### Form Summary, Agreement and Submission

**Finally, you will be asked to indicate the following:**

* That you believe the nominee meets the criteria and would be a worthy recipient of this award.
* That you understand that the nominee will be expected to take part in a Zoom interview should the nomination be shortlisted for an award.
* That the nominee’s CEO has
* signed off on the nomination
* signed off that personal drive, professionalism and integrity were demonstrated by all local government professionals associated with the nomination
* acknowledged that by submitting this nomination you have permission from all parties involved.

*Note: Your CEO will be sent a copy of the nomination and asked to verify his/her endorsement.*

* Whether the nominee is aware or unaware of the nomination. *Note: as the Emerging Leader of the Year nomination requires a section to be completed by the nominee, they must be aware of the nomination.*
* That you agree that a summary of the nomination may be published in a document circulated to all SA councils and that finalists may be recorded.