



Government of the Virgin Islands

Public Service Excellence Award

Nomination Form – Instructions Sheet

Read the following instructions and information carefully before completing this form. A separate nomination form must be submitted for each nominee. The form must be completed accurately as the information provided will be used to facilitate the decision-making process. For full details of the Public Service Excellence Award, refer to the Human Resources Policy – Public Service Excellence Award available on the Government’s website: www.bvi.gov.vg.

WHAT IS THE PUBLIC SERVICE EXCELLENCE AWARD?

The Public Service Excellence Award Programme aims to recognise high performers, and improve employee morale in the Public Service.

Public Service Excellence Awards will be awarded annually in June or July.

WHO SHOULD COMPLETE THIS FORM?

Nominations are open to any officer or team, where applicable, currently working in the Public Service. Any officer may nominate a colleague or team for the Public Service Excellence Award using this Nomination Form.

Nominations for the Volunteering Award may be submitted by registered non-profit organisations and the form must be signed by the head of the organisation.

WHO IS ELIGIBLE FOR AN AWARD?

- (1) All full time officers with at least two (2) consecutive years of service (at the time of nomination) in the Public Service shall be eligible for consideration. An exception may be considered in the categories of *Volunteering* and *Heroism*.
- (2) A nominee:
 - (a) shall have at least a satisfactory performance evaluation and have no current or pending disciplinary matters for the period of consideration;
 - (b) may only be nominated in one category per year;
 - (c) shall meet attendance standards; and
 - (d) shall demonstrate consistently good work habits, be dedicated to his/her job and exhibit good working relationships.

WHAT ARE THE AWARD CATEGORIES?

Nominees will be selected on the basis of outstanding achievement or service to the Government of the Virgin Islands. An officer may be nominated for only one of the Public Service Excellence Award categories. The categories are:

- Excellence in Leadership (*only applicable to Permanent Secretaries and Heads of Department*)
- Personal and Professional Excellence
- Service to Clients
- Administrative Support
- Volunteering
- Organisational Development
- Scientific/Engineering or Technological Achievements
- Heroism

Please note that the Leadership in Excellence Award is only applicable to Permanent Secretaries and Heads of Department. All other officers are eligible for the other awards, except in the case of the Heroism Award, which is applicable to all public officers who meet the established criteria. Each category is described in the Nomination Form.

WHEN CAN I SUBMIT A NOMINATION FORM?

Nomination Forms can be submitted throughout the year. The deadline for submission of nominations will be announced by the Steering Committee annually.

HOW DO I COMPLETE THIS FORM?

Part A. Nomination Details

This section must be completed by the nominator and requests basic details regarding the nominee and the nominator.

Part B. Award Categories

This section must be completed by the nominator. After considering the award categories, select the category that best fits the nominee's accomplishments.

Part C. Narrative - Description of Accomplishments

Part C must be completed by the nominator.

Based on the category selected in Part B of this form, provide a thorough description of the nominee's accomplishments. Explain the contributions, successes and impact of the nominee's achievements and service as defined in the category. The description provided will be used during the decision-making process. This narrative must be type-written, signed and dated by the nominator. Additional paper can be attached, if necessary.

Nominations will be considered against award-specific criteria as well as the following elements:

Promotion or demonstration of the core values and behaviours set out in his/her Performance Competency

Standards: Has the nominee acted (where relevant) with honesty, integrity, impartiality and objectivity?

Measurable benefits: Does the nomination provide evidence that demonstrates how the project or programme is having a notable effect?

Working in partnership: Has the nominee introduced effective joint working arrangements that bring together colleagues, those in other teams, departments or other internal or external organisations?

Sustainability: Will the initiative/practice described leave a lasting legacy and can it be replicated across the public service?

Innovation: Has the nominee used innovative approaches, and made the best of technology available, which have resulted in a step up from business as usual and delivered real benefits to end users?

Impact: Has the nominee made an impact beyond their immediate team/department/ministry?

Note to nominators: Once Part A, B and C are completed and signed, submit the Form to the nominee's Ministerial Human Resources Manager for further processing at the address below:

Public Service Excellence Award Nomination Form

Human Resources Manager
(state the respective Ministry here)
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Part D. Approvals

Part D must be completed by the nominee's Head of Department or Permanent Secretary, where applicable. In the case of nominated Permanent Secretaries, the form must be approved by the Deputy Governor.

Note to Ministerial Human Resources Managers: As the Ministry's Human Resources Manager, you are required to have this part completed by the appropriate officers. Ensure that the form is fully completed and meets the established criteria.



GOVERNMENT OF THE VIRGIN ISLANDS

PUBLIC SERVICE EXCELLENCE AWARD NOMINATION FORM

Please read the Instructions Sheet before completing this form.

DATE OF SUBMISSION (dd/mm/yy):

PART A. NOMINATION DETAILS

NAME OF NOMINEE:

_____ Last Name

_____ First Name

_____ M.I

POST: _____

Contact Number: _____

MINISTRY/DEPARTMENT: _____

NAME OF NOMINATOR:

_____ Last Name

_____ First Name

_____ M.I

POST: _____

Contact Number: _____

MINISTRY/DEPARTMENT: _____

PART B. AWARD CATEGORIES

*This section must be completed by the nominator. Please thoroughly read the descriptions of the categories and decide which best defines the nominee. **Select only one option by checking the box.***

EXCELLENCE IN LEADERSHIP

Eligibility: Permanent Secretaries, Heads of Department, Deputy Secretaries and Assistant Secretaries

This award recognises managers and supervisors who exhibit the following traits:

- *personal leadership and management of a ministry or department*
- *creativity and innovation;*
- *external awareness;*
- *flexibility;*
- *resilience;*
- *motivation;*
- *strategic thinking; and*
- *vision*

that produce substantial, innovative achievements resulting in high-quality service to the Ministry or Department.

Nominations should demonstrate:

- Significant improvements in programme effectiveness
- Efficient use of resources
- Sensitive and difficult assignments of major importance achieved through personal initiative, commitment, effort and competence
- Improvement in human resources and staff relations
- The ability to engage and develop officers and their own capabilities
- Acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing the ministry/department's objectives
- Leadership in the productive use of teams that cross ministries/departments and organisational boundaries
- Leadership that models and rewards behaviours conducive to the effective management and diversity

PERSONAL AND PROFESSIONAL EXCELLENCE

Eligibility: Officers not mentioned in Leadership Category

This award recognises officers who demonstrate an outstanding level of accomplishment in furthering the ministry/department's objectives.

Nominees should:

- Demonstrate high professional standards within their profession and is an example for a team, ministry or department
- Promote and champion their profession to a wider audience
- Incorporate leadership, core civil service and professional skills on a day to day basis

SERVICE TO CLIENTS

Eligibility: Officers not mentioned in Leadership Category

This award recognises officers who provide or foster a culture that nurtures excellence in service delivery.

Achievements in customer service may include, but are not limited to:

- Activities related to establishing measurements and standards for improving service
- Implementing and continuously assessing performance against standards for improvements

Accomplishments are to be expressed in measurable terms, such as

- Timely delivery of service
- Cost reduction
- Quality of service to customers
- Commendations

ADMINISTRATIVE SUPPORT

Eligibility: Officers not mentioned in Leadership Category

This award recognises officers who demonstrate an outstanding level of accomplishment in providing administrative and technical support.

Nominees should reflect dedication and hard work that enable or assist the work of fellow officers and may include, but are not limited to:

- Advancing the goals of the team, unit, department, ministry through outstanding performance
- Creative or innovative problem solving
- Developing new systems, methods or procedures

VOLUNTEERING

Eligibility: Officers not mentioned in Leadership Category

This award recognises an officer or a team involved in community service initiatives, in a ministry/department, that impacts lives within the community. This may include service to the community outside of regular duties/office hours on behalf of the ministry/department signifying service that goes above and beyond. Accomplishments may include, but are not limited to involvement in clean ups, donations to organisations, painting, renovations or any other significant contributions to the community.

This award also recognises an officer or a team who assist another ministry/department on a project/assignment outside of regular office hours. Hours worked must be logged and submitted to support the nomination. In order to qualify, the nominee(s) must have worked 20 or more hours. Nominations may be submitted by registered non-profit organisations and must be signed by the head of the organisation.

Nominees should demonstrate:

- A passion, commitment and enthusiasm to making a difference whether it is through charity work or volunteering in local communities while simultaneously demonstrating a strong work ethic and impressively high standards in their role in the Public Service.
- A substantial, demonstrable positive impact that has occurred as a direct result of the officer's/team's engagement.
- The officer/team is dedicated and goes above and beyond the call of duty, taking a hands-on, proactive approach to their involvement with their chosen cause.

ORGANISATIONAL DEVELOPMENT

Eligibility: Officers not mentioned in Leadership Category

This award recognises officers who contribute to an organisational culture that is constantly learning and growing, and officers who enhance services within the Public Service.

Nominees should demonstrate:

- Design and implement successful organisation-wide programmes or services
- Be widely recognised as an officer whose capabilities and relationships have had a direct and positive impact on the ministry/department
- Create an environment in which teamwork thrives, one that reflects knowledge sharing, trust, commitment, and in which teams have produced extraordinary results

SCIENTIFIC/ENGINEERING OR TECHNICAL ACHIEVEMENTS

Eligibility: Officers not mentioned in Leadership Category

This award recognises scientific/engineering or technological breakthroughs that significantly impact the organisation.

Nominees should demonstrate how:

- Long-standing problems were resolved within the respective ministry/department
- Creating a new system, process or procedure has positively impacted the work of the ministry/department

