

2019 NOMINATION FORM



THE BRIAN HAPPY AWARD FOR FACILITIES MANAGER OF THE YEAR

This award recognises the outstanding performance by an individual working in the FM profession in New Zealand – someone who has applied their experience and knowledge to produce exceptional results within their facility and/or organisation, as well as demonstrating excellent personal qualities.

NOMINATOR DETAILS (leave blank if self-nominating)		
Name		
Phone		
Email		
Position		
Organisation		
Business Address		
		Post Code
FMANZ Membership Number (if applicable)		

NOMINEE DETAILS		
Name		
Phone		
Email		
Position		
Organisation		
Business Address		
		Post Code
FMANZ Membership Number (mandatory)		

2019 ELIGIBILITY CRITERIA



Eligibility

- Nominees must be Facilities Management practitioners, but do not have to have “Facilities Manager” in their job title. For the purposes of these Awards, this includes anyone who organises, controls and coordinates the strategic and operational management of buildings and facilities in public and private organisations to ensure the proper and efficient operation of all physical aspects, including creating and sustaining safe and productive environments for occupants.
- Nominations must be submitted on an FMANZ Awards nomination form appropriately covering all judging criteria, with a signed declaration.
- Nominees must have been a member of FMANZ for 12 months prior to their nomination being submitted.
- Judges, awards committee members and board members are not eligible to enter.
- An individual may nominate only one person/organisation per year.

Note: The judges have the right, but are not obligated, to contact referees to validate any information supplied. References may be followed up where two or more nominees are ranked closely.

Guidelines for nominators

Here are some guidelines to help you prepare your nomination and ensure that it is the best it can be.

- Check the nominee’s eligibility – read the eligibility section above carefully to make sure that the person you are nominating meets all the criteria.
- Read the questions carefully and answer them clearly, concisely and directly. The explanatory note below each question will help you to understand what the judges are looking for.
- Where possible, provide examples and evidence to support the claims being made. Quantified information (such as percentage improvements, dollars saved, etc) will help the judges to assess the nomination.
- Where relevant, provide details about innovation and exemplary service delivery.
- Try not to use abbreviations or jargon – the judges may not know what you are referring to.
- Check your grammar and spelling.
- Use the full word limit but do not exceed it. Judges will ignore anything you write in excess of the limit.
- The judges will award marks only on the basis of the information they are given. Don’t assume they know anything more about your nomination than the information you have provided.
- You can provide additional supporting information, such as client references, customer feedback, performance appraisals, financial information, survey results, project descriptions, etc. Any information you provide will be treated confidentially.
- Before submitting the nomination, you might want to ask someone else to read it to check that it reads well and answers the criteria clearly and fully.

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INTRODUCTION. Summary statement about you/the nominee. (75 words)

This description will be used when announcing shortlisted nominees at the Gala Awards dinner and in publicity material after the event.

THE ROLE. Describe how your/the nominee's role fits within the organisation, and why you/the nominee should be recognised as Facilities Manager of the Year. (250 words)

(What is the nominee's role and how does it fit within the team and the wider organisation? What makes this nominee an outstanding performer who should be recognised as Facilities Manager of the Year?)

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PERSONAL QUALITIES. Explain how your/the nominee's personal qualities show commitment to facilities management and service delivery. Provide examples of how these personal qualities have helped deliver value to the organisation through development, innovation and leadership. (250 words)

(What is it about the nominee that makes them an outstanding performer?)

ACHIEVEMENTS. Outline key milestones and outcomes achieved in 2018/19. What aspects of these achievements were noteworthy in context of the organisation's type and the size of the facilities managed? (250 words) (Provide details to show why these achievements were exemplary, eg cost savings, efficiency gains, process or service delivery improvements, innovation, etc. For completed projects, provide details of how the projects have benefited the organisation.)

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DEVELOPMENT. Give examples of how you/the nominee has improved performance within the FM team and/or organisation through sharing knowledge and experiences, and mentoring. (250 words) (Looking inwards to their own or their client's business, how has the nominee used their own training, development and learning experiences to benefit others? How has this led to positive organisational change?)

FM INDUSTRY AND FMANZ. Describe how you/the nominee supports and represents the FM industry in NZ through involvement in activities and groups that seek to develop and support FM (eg, giving presentations, mentoring, joining associated property groups, being involved in FMANZ committees and activities). (250 words) (Looking outside their own or their client's business, how has the nominee contributed towards the development, support and representation of the FM industry?)

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MANDATORY SUPPORTING DOCUMENTATION

Please supply a minimum of one reference and a print quality image of nominee.

REFERENCE 1		REFERENCE 2 (optional)	
Name		Name	
Position		Position	
Organisation		Organisation	
Phone		Phone	
Email		Email	

OTHER SUPPORTING DOCUMENTATION

If you are supplying additional supporting documentation, please list this below:

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DECLARATION

By submitting this nomination form, I certify that all information provided is true and accurate to the best of my knowledge. I permit judges to validate any information provided in this submission with referees provided and acknowledge that all information within the submission will be kept confidential.

Name	
Position	
Organisation	

Signed _____

Date _____

THANK YOU FOR YOUR NOMINATION