

NT OFFICE PROFESSIONAL OF THE YEAR AWARD

HAYS Recruiting experts
worldwide



Nomination Booklet

The Awards presentation will be held from 7am to 9am on Friday 6th November 2020

2020 NT Office Professional of the Year

THE AWARDS

The Office Professional of the Year Award ('Award') is the highest accolade for administration professionals in the Northern Territory.

The Awards are presented on Friday 6 November.

Winners are selected for their outstanding achievement as an Office Professional and their ongoing commitment to their profession.

The winner of the Office Professional of the Year will be presented with the Award, a trophy, further professional development, 1-year AIOP membership and other prizes donated by our sponsors.

Award winners are regarded as Ambassadors for AIOP and are encouraged to continue their personal and professional development through active involvement in AIOP activities.

Are you or do you know someone who demonstrates leadership by:

- ◆ Providing outstanding administrative services?
- ◆ Being an inspirational role model to other office professionals?
- ◆ Providing innovative business solutions?
- ◆ Commitment to self-development and support of others at work?

WHO CAN BE NOMINATED?

Dedicated individuals over the age of 18, who strive to excel and further develop themselves in their role as an office professional can nominate.

- ◆ Nominees must currently be employed in the administrative field.
- ◆ Nominees must have a minimum of five (5) consecutive years' experience (not necessarily with the same organisation).
- ◆ Nominees must work and reside in the Northern Territory.

HOW TO NOMINATE

Individuals can nominate themselves by answering four questions and submitting the following documents:

- ◆ Question 1. What do you see as being the most important role of an office professional;
- ◆ Question 2. What made you choose this career path;
- ◆ Question 3. What inspiration did your mentor give you;
- ◆ Question 4. What advice would you give to someone choosing to become an office professional;
- ◆ Your current resume; and
- ◆ Signed copy of the Nominee Declaration.

Please send nominations in PDF format to: darwin@aiop.com.au

You can nominate someone you believe is worthy by submitting the Nomination/Referral form.

Please note that nominees must be fully aware that they are being nominated for these awards.

All nominations and attachments provided remain strictly confidential.

Nominations must be received by 5pm Friday, 9 October 2020.

SPONSORING THE 2020 AWARDS

These prestigious awards continue each year with the valued support of our sponsors who kindly invest in recognising excellence and the potential of their employees and others.

We have sponsorship packages available at all levels. Please contact the NT Division Vice President on 0411 877 373 to discuss your interest.

2020 NT Office Professional of the Year

Question 1. What do you see as being the most important role of an office professional? (200 words max)

Question 2. What made you choose your career path? (200 words max)

Question 3. What inspiration did your mentor give you? (200 words max)

Question 4. What advice would you give to someone choosing to become an office professional?
(200 words max)

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ABOUT AIOP

The Australian Institute of Office Professionals (AIOP) is the only national professional body for Office Professionals in Australia. Office Professionals are people employed to carry out an administrative role in a professional capacity in an organisation. Office Professionals can begin at entry level (Receptionist) through to Executive level (CEO's and Directors).

In each State and Territory there is an AIOP Division. The NT Division is very active and hosts events every month which provide professional development and networking opportunities. Anyone involved with the Office Profession is encouraged to become a member and attend a local event as being an AIOP member brings many benefits.

OUR VISION

To be the leading organisation that provides pathways to educate, develop and mentor its members as office professionals.

STATEMENT OF PURPOSE

- ◆ Empowering and promoting excellence in the role of the office professional
- ◆ Establishing collaborative relationships and form strategic alliances to advance continuous professional and personal development
- ◆ Linking members with opportunities for mentoring
- ◆ Aspire to inspire through membership

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NOMINATION / REFERRAL FORM

Send this to darwin@aiop.com.au

NOMINEE DETAILS

First Name

Last Name

Company Name

Position

Address

Town

Work Phone

Mobile

Nominee email

Referral Nominator Name and Signature (If applicable)

Name and Signature

Date

NOMINEE DECLARATION

If I am selected as a finalist, I acknowledge that I will attend the 2020 awards presentation at Mindil Beach Casino Darwin on Friday, 6th November 2020.

I understand that in the event I am unable to attend the awards presentation, my place as a finalist will be forfeited.

I further give my consent that any photographs, video, and details may be used for further publicity/promotions.

I have read and agree to all the terms and conditions contained in this document and have completed all questions openly and frankly in accordance with the spirit of fair competition.

Signature of Nominee

Date

TERMS AND CONDITIONS OF ENTRY

The terms and conditions to participate in the 2020 AIOP NT Office Professional of the Year Award are:

- ◆ All questions on the Nomination / Referral form must be completed and forwarded with the required attachments by 5pm Friday, 9 October 2020.
- ◆ Shortlisted candidates must attend an interview in Darwin CBD during the week commencing Monday, 19 October 2020.
- ◆ Shortlisted candidates may also be required take part in a short video recorded interview which will be screened during the NT Office Professional of the Year Award ceremony on Friday 6 November 2020.
- ◆ The judges' decision is final, and no correspondence will be entered into.
- ◆ Applications are only accessible to the organisers and the independent judging panel. All applications are destroyed after the conclusion of the Award judging process.
- ◆ Nominee names and contact details are retained to form a database for promotional purposes of the organisation and sponsors.
- ◆ Finalists agree to media publicity and promotion associated with the Award.
- ◆ The Winner agrees to act as an Ambassador in promoting AIOP to the wider business community and attend AIOP functions during the year.
- ◆ Every endeavour is made to ensure the presentation of prizes are as advertised. However, in the unlikely event that a sponsor is unable to honour their commitment, the award winner acknowledges that the Australian Institute of Office Professionals will not be expected to supply the prize.
- ◆ Prizes are non-transferable and not redeemable for cash.
- ◆ Finalists must be present at the award ceremony from 7am to 9am on Friday 6 November 2020 at Mindil Beach Casino Darwin.