



Ria McBride Public Service Award Application Form

About the Award

The Ria McBride Public Service Award is sponsored by Te Kawa Mataaho Public Service Commission and is administered by the Leadership Development Centre (LDC).

The aim of this award is to help women currently working in the New Zealand Public Service to progress their career aspirations by completing tertiary academic study. The spirit of the Ria McBride Award is to support women who demonstrate personal fortitude and leadership potential and have generally not had the opportunity or means to pursue or complete tertiary study. This lack of formal qualification may have prevented them from progressing their leadership contribution to the Public Service.

More information about Ria McBride (and the spirit of this award), eligibility and selection criteria, and award funding is available in the Ria McBride Award flyer on the [LDC website](#).

Who can apply

The Ria McBride Award is open to women who are current employees of a core New Zealand Government department or departmental agency, as listed on the [Public Service Commission website](#).

The applicant must be a citizen of Aotearoa New Zealand and be currently living in New Zealand.

Māori and Pacific women and women with disabilities are encouraged to apply. Women pursuing a second chance at completing formal education are encouraged to apply.

Previous winners of a Ria McBride Award are not eligible to apply.

Supporting documents

In addition to your completed application form you will be asked to provide:

- a copy of your birth certificate or current New Zealand passport
- a copy of an up-to-date CV (see page 2)
- a letter from your Chief Executive or a senior leader supporting your application and study plans (see page 2)
- contact details for two referees (see page 2).

If you have already been accepted into your chosen study programme you will need to provide a document from the institution confirming this.

You will also have the option to provide up to three additional letters of recommendation to support your application (see page 2).

Your response to the questions in this form will play an important role in how we assess and judge your application. We encourage you to make sure you answer all questions in detail and provide all requested supporting documents.

Application process

A completed application form and all supporting documents must be received by LDC before **COB on Monday 31 May 2021**.

Late applications and/or supporting documents will not be accepted.

You can either:

- email your application form to info@ldc.govt.nz, or
- post your application to the address listed on page 7.

The winner of the 2021 Award will be announced in June 2021.

If you have any questions about the application process or your eligibility to apply for the Award please email: kate.wakelin@ldc.govt.nz



Checklist for applicants

Check that you meet all of the eligibility criteria listed on page 3.

Note the closing date for applications is before COB Monday 31 May 2021.

Read the information in the Ria McBride Award Flyer available on the [LDC website](#).

Read the Terms and Conditions of this Award on page 6.

Note that you will need to provide a letter from the Chief Executive or a senior leader at the agency where you're currently employed. This letter must confirm support for your proposed plan of study as well as a commitment to provide you with an environment suitable for study (for example, time away from the office to attend training, leave, or other arrangements). The letter should also provide an evaluation both of your ability to undertake the study you propose and your potential to advance to a leadership level.

Details for two referees: In addition to a letter of support from your Chief Executive or a senior leader, you will need to provide details for two referees. See Referee details below.

You may also submit a maximum of three additional letters of recommendation from people familiar with your work (paid or volunteer). These letters should reference your leadership abilities.

You will need to provide a copy of your current CV. Please make sure this:

- lists your previous employment, starting with your current position. Include the dates during which you were employed, whether the work was paid or unpaid, full- or part-time, and your responsibilities.
- describes any previous academic study, and professional development you have pursued.
- lists any awards, grants or funding you have previously received and how this relates to your professional abilities and potential.
- lists any work you have had published, including the title, year of publication and publication type. (Do not send copies of the publications.)
- includes other activities (membership of organisations, volunteer work, marae management, etc) that demonstrate your leadership skills.

Referee details

When choosing your referees please consider who might best speak in support of your current role, your potential to make a leadership contribution within the Public Service and the relevance of your proposed or current study.

Referee 1

Name:

Relationship:

Email:

Phone:

Referee 2

Name:

Relationship:

Email:

Phone:

Contact details

Please complete the following fields

Your full given name

Postal address:

Street

Suburb

City

Region

Postcode

Email (please provide a **personal email address**)

Preferred phone number

Which ethnic group(s) do you belong to?

OR prefer not to say.

Eligibility Criteria

Please check each box to confirm you meet all of the eligibility criteria.

In applying for the Ria McBride Public Service Award, I confirm:

I am a woman who is a citizen of Aotearoa New Zealand.

I can provide evidence of my citizenship.

I am a current employee of an eligible core New Zealand Government department or departmental agency.

I am currently living in New Zealand, and

I have not previously received a Ria McBride Award.

Please complete the following:

Study plans

1. What is the name of the institution you propose to study at, what is the course of study you plan to complete, and what qualification do you plan to achieve?

2. Outline your time-frame for completing this study.

3. Briefly describe why you have selected this course of study? What professional outcomes do you expect from your proposed study, and how do you think this will help you advance to a leadership role? [max 250 words]

4. Have you previously tried to complete this or any other tertiary academic study? If so, tell us why you have not/were not able to complete the study. [max 250 words]

Budget and costs

1. Provide an itemised budget showing how you will, if successful, use the funds from the Ria McBride Public Service Award. Please detail your anticipated expenses, showing as accurately as you can how you will cover the total cost of study, and all other funding sources you have access to.

2. If the total cost of your proposed study exceeds the Ria McBride Public Service Award funding please comment on how you propose to fund the shortfall?

Personal statement

Please describe your future career plans. [250 words]

- Explain how your proposed study fits in with your personal development and future objectives, especially your leadership aspirations.
- The spirit of the Ria McBride Award is to support women who generally have not had the opportunity or means to pursue or complete tertiary study yet demonstrate personal fortitude and leadership potential. Such applicants may have been prevented from progressing in their leadership contribution to the Public Service. Consider how your life and career reflect the challenges experienced by Ria McBride.

Supporting documents checklist

Please tick which of the following documents you are attaching to your application.

A copy of your birth certificate, *or*

A copy of your current New Zealand passport.

If relevant, confirmation of enrolment in, and acceptance into, your chosen course of study from the tertiary institution.

A copy of your CV.

A letter from either the Chief Executive or a senior leader from the Public Service department at which you're currently employed.

Additional letters of recommendation (optional).

Terms and Conditions

The following Terms and Conditions apply to the Ria McBride Public Service Award.

- Incomplete or late applications will not be considered.
- Te Kawa Mataaho Public Service Commission reserves the right to **not** offer an award if it considers it has not received a suitably deserving application.
- The selection panel's decision is final.

If you win the Ria McBride Public Service Award, Te Kawa Mataaho will require you to:

- allow LDC to publish your name, photograph and information about you for publicity purposes
- provide a report to LDC describing your study and professional development progress
- provide LDC with up-to-date contact details while you are studying, and
- notify LDC of any change in your employment, study enrolment or any other circumstances that impact the programme of study for which the Award has been granted.

In the event it can be established that you are not complying with these regulations Te Kawa Mataaho may terminate the Award funding.

Please note: LDC will record your personal details so we can contact you about your application.

Your agreement

By submitting this application I acknowledge I have read and accept the above Terms and Conditions.

By submitting this application I confirm that I meet all of the eligibility criteria and that all information in this application is true and correct.

Date: / /

Your completed application form and supporting documents must be received by LDC before COB on Monday 31 May 2021. Late applications and/or supporting documents will not be accepted.

You can either email your application form and documents to info@ldc.govt.nz

Or post your form and documents (to be received by LDC before 31 May 2021) to:

LDC Ria McBride Award
Leadership Development Centre
Te Kawa Mataaho Public Service Commission
PO Box 329
Wellington 6140

