

Premier's Award of Excellence

Q&A

October 2009

What is the Premier's Award of Excellence?

The Premier's Award of Excellence is the highest honour of the Nova Scotia Civil Service. It encourages excellence by recognizing outstanding on-the-job contributions of Government of Nova Scotia employees – both individuals and teams at an annual, formal awards ceremony. Awards are presented by the Premier.

The inaugural event was held January 31, 2006. To learn more visit www.gov.ns.ca/psc/recognition

What are the award categories?

Awards can be given out in areas such as service excellence, innovation and creativity, career/management excellence, relationship building, healthy workplace and corporate citizenship. The awards recognize employee excellence; therefore, the selection panel may grant an award for excellence in other areas of achievement.

Who can be nominated?

Employees who are currently employed by the Government of Nova Scotia (as of October 1, 2009) and in one of the following groups: civil servants, highway workers, and correctional workers. Recent retirees (within the 24 months preceding October 1, 2009) of the Government of Nova Scotia in the above-mentioned groups are also eligible to be nominated. The same eligibility requirements apply to nominators.

Can I re-submit the same nomination package as I did last time?

Yes, nominations that were not selected in the past can be re-submitted. It is important to remember that nomination packages are reviewed by an external panel of individuals who may be unfamiliar with the person(s) you are nominating. The more information you can provide to support the nomination, the better. Before re-submitting, review the materials for any enhancements.

How do I submit a nomination?

There are four components to the nomination: a nomination form, a brief summary statement (less than 150 words), letters of support, and a detailed description of the achievement. You may provide additional materials that you feel are relevant to the nomination. Examples include newspaper articles and testimonials.

How do we prepare a letter of support?

Letters of support should add credibility to the nomination and validate that the nomination is warranted. Letters of support can come from internal or external sources. A template letter can be downloaded from the website at the following address:

<http://www.gov.ns.ca/psc/recognition/www.gov.ns.ca/psc/recognition>

Can I get nomination materials in alternate formats?

Yes, please contact us at premiersaward@gov.ns.ca to make arrangements.

What is the nomination deadline?

All nominations must be received by 4 p.m. on Wednesday, December 9, 2009 at Strategic Support Services, Public Service Commission. Please note that faxed, late, or incomplete nomination packages will not be accepted or considered.

How will recipients be chosen?

The Public Service Commission (PSC) receives all nomination packages, reviews the packages to ensure they are complete, and validates the nomination information. This validation may occur by contacting the nominee, the nominee's supervisor, nominators, and/or those who provided letters of support. The PSC's Commissioner and the appropriate Deputy Minister will be advised of the nominees, and nomination packages will be sent to an external selection panel. Selection panel members, comprised of external representatives and the Commissioner of the PSC, will evaluate each nomination, and make recommendations regarding recipients to the Premier.

What are the types of initiatives/projects that can be recognized?

The Premier's Award of Excellence acknowledges employees that have distinguished themselves in many fields of endeavour and have brought honour and prestige to themselves and to Nova Scotia.

Examples of the types of initiatives/projects that have been recognized in the NS Government can be found at www.gov.ns.ca/psc/recognition , including:

Dr. John Calder, Senior Geologist, Department of Natural Resources

Following more than 10 years of strategic planning, community consensus building, responding to operational and social issues, lobbying at all levels of government, and preparing the nomination dossier, the vision of having Joggins Fossil Cliffs as a UNESCO World Heritage Site was finally realized in 2008.

Dr. John Calder was the visionary proponent and driving force to have the Joggins Fossil Cliffs inscribed as a UNESCO World Heritage Site. He was responsible for making the scientific case for inscription, providing scientific leadership to the project and to the interpretative displays, building consensus in the community, and co-authoring the nomination dossier. A major success of this project has been the establishment of the Joggins Fossil Institute, which manages and conserves the site that has attracted visitors from all over the world.

*Crime Prevention and Reduction Strategy Team
Department of Justice, Department of Community Services, Communications Nova Scotia*

This team was responsible for taking the concerns of Nova Scotians and developing a vision, strategy, and an implementation plan to lower crime rates and allow people to feel safe on the streets and in their homes.

The solution to the crime prevention puzzle involved research, consultation, and many hours of brainstorming and discussion. The broad reaching initiatives, to be implemented in a multi-year action plan, target the front line service providers, the police and probation officers, the vulnerable, including youth and youth at risk and their families, and offenders with mental illness. The initiatives chosen by the team were based on programs which have a proven track record elsewhere and those that are currently succeeding in Nova Scotia. This strategy will truly make a difference in the lives of Nova Scotians.

What is the award?

The award includes a framed certificate signed by the Premier, and an award designed by Nova Scotian Crystal.

When is the awards ceremony?

The awards ceremony will be held in June 2010. The date, once selected, will be communicated to all government employees.

When will decisions be communicated?

The PSC will notify award winners and other nominees in May 2010.

Where will the awards ceremony take place?

The ceremony is by invitation only, and will take place at the World Trade and Convention Centre in downtown Halifax, Nova Scotia.

Who can I talk to if I have questions or need help with the nomination process?

If you have any questions, please talk to your human resources representative or call Maria Tendencia (902) 424-4459. You may also email PremiersAward@gov.ns.ca or visit the website: www.gov.ns.ca/psc/recognition .

How is this award linked to employee recognition?

The government's employee recognition framework is comprised of two components: corporate recognition activities and department recognition activities. The Premier's Award of Excellence is just one corporate recognition activity, along with the Long Service Awards and Provincial Public Service Week.