



2019 National Retail Awards

HR Manager of the Year Award

The **HR Manager of the Year Award** aims to recognise a standout individual in Human Resources who demonstrates excellence through leadership, strategy and their achievement of business outcomes. They demonstrate innovative employment practices that attract the right people to the business and their people are happier and stay longer, contributing to the overall success of the business.

Rules of Entry

- You must have been employed as HR Manager in your current company for at least the past 12 months.
- You must be endorsed by a senior representative from your company (e.g. HR Director, CEO).
- **Defining HR Managers:**
All individuals in the position of Human Resources Manager of a retail business (online or physical) operating in the Australian market are eligible.
- The business must have been in operation for **at least 12 months** and **continue to be in operation at 4 September 2019**. You must notify the NRA if this changes.
- You must nominate one person in your organisation to be the primary contact for your entry.
- Your business does **not** need to be a National Retail Association member to enter.
- We strongly recommend that all persons considering entering should check the [Award website](#) regularly and subscribe to receive award updates – [click here to subscribe](#).
- There is no charge to enter the awards, however we do recommend that all entrants attend the Gala ceremony. If your company wins, a representative must be present at the gala to accept the Award.
- Purely online retail businesses count as one entrant. Multichannel businesses cannot submit a separate entry for the online component of their business.
- Please note that the NRA reserves the right to disqualify entries if entrants fail to abide by the rules of entry or information provided is found to be false or misleading.
- **If you are unsure** if you fit the criteria above, please contact the NRA at marketing@nra.net.au.

Judging Process

- Your submission must be entered into the National Retail Awards online portal.
- Submissions must be uploaded to the online portal by **midnight Friday 14th June 2019**. Please do not leave your submission until the last moment. Submissions will not be accepted after the due date.
- You will receive an email receipt verifying that your submission has been received. Please keep this as proof of entry. If you do not receive an email, please contact marketing@nra.net.au.
- Once the awards portal closes, all entries will be reviewed and assessed by a panel of judges, comprised of industry leaders, academic researchers, retired professionals, and trained consultants. Judges are carefully screened and are not allowed to judge any category which presents a conflict of interest.
- The judges' decisions are final. You must not communicate with members of the judging panel about the awards during the nomination process.
- The top 5 finalists will be announced and notified by email on **Monday 15 July 2019**.
- Finalists should be able to attend the National Retail Awards Gala in Sydney on Wednesday 4 September 2019.
- All finalists receive one (1) complimentary ticket to attend the Gala ceremony. Travel and accommodation costs are not covered.
- The winner will be announced at the Gala.

Key dates

- Mon 8 April Submission criteria released
- Mon 15 April Online submission portal opens
- Fri 14 June (Midnight) Submissions close
- Mon 15 July Finalists notified by email
- Wed 4 September National Retail Awards Gala (Sydney)

Submission

You will be asked the following questions in the online Awards Portal. We recommend that you prepare and save your answers in a Word document (or similar) before using the online Awards Portal. Please follow the structure and word limits provided.

Your submission should focus on initiatives and developments within the last 12 months.

Tip: Ensure you address how your initiatives affect all the people in your business, not just at one level.

Submission questions:

1. Your business

Include a brief overview on the culture of your business. Briefly outline why you believe you deserve this award.

(Max 200 Words)

2. Employee experience

Describe the initiatives your business has implemented in the last 12 months to improve the employee experience. How do you attract the right people and keep them?

(Max 300 Words)

3. Training & Development

Describe the training and development opportunities available to your employees. Provide an example of a successful training/development initiative you have implemented in the last 12 months.

(Max 300 Words)

4. Responsibility

How do you look after your employee's welfare? How do you ensure employment laws and workplace health & safety laws are followed? How will you monitor and sustain these practices in the future?

(Max 300 Words)

5. Satisfaction

How do you measure employee satisfaction and address employee feedback? Provide metrics to demonstrate how satisfied your employees are (e.g. turnover rate, satisfaction rate, testimonials, rate of progression).

(Max 300 Words)

6. Supporting material

You can choose to attach a maximum of three (3) x A4 pages that provide evidence or support your submission above e.g. charts, images, testimonials, reports. Note: The visual design of attachment will not factor into judging.

Upload each attachment as a pdf file - Max 1MB per attachment.

Have questions?

We strongly recommend that all businesses considering entering an award, subscribe to receive Award updates ([subscribe here](#)).

If you have a query about entrant eligibility or rules of the competition not covered in this document or the FAQs on the [National Retail Awards website](#), please contact us at marketing@nra.net.au. Please note it may take up to 2 working days for a response.

Sorry, to be fair to everyone, the NRA or judges cannot provide guidance on specific questions in submission criteria.

National Retail Awards Gala

The National Retail Awards Gala is that one special night in the year where hundreds of Australian retailers come together to take in and celebrate our hard-earned successes, to inspire the next generation of young retailers, and to learn from each other's shared experiences. Oh, and we don't mind having fun as well!

Early bird tickets to the 2019 Gala go on sale on **Tuesday 30 April** priced from \$170pp with additional discounts for group bookings.

Tickets are open to the public and have sold out in previous years - so book early!

[Click here for more information about the 2019 Gala.](#)