



**NEW HORIZONS FOR WOMEN  
TRUST (INC.)  
HE ARA WHAKAPIKI WĀHINE**

**STATE SERVICES COMMISSION**  
Te Komihana o Ngā Tari Kāwanatanga



## **Ria McBride Public Service Management Award 2012**

Applications are now invited for the Ria McBride Public Service Management Award for women, sponsored by the State Services Commission. This is the thirteenth year in which this award has been offered. The goal of this prestigious award is to help women who have already demonstrated potential, to advance to higher levels of responsibility in the Public Service.

The award honours Ria McBride, who was the first woman appointed Chief Clerk of the Public Service Commission (which preceded the current State Services Commission). Ria McBride worked for the Public Service Commission from 1946 to 1960. She then became the first non-Māori to be appointed to the Māori Welfare Division of the Māori Affairs Department, serving as Administration Officer there from 1960 to 1967, when she became head of the Housing Division. Upon her "retirement" in 1970, she pursued equal employment opportunities for women, as a founder member of the National Advisory Council on the Employment of Women. In this role she helped set up the Accident Compensation Commission. From 1978 to 1980 she was one of the first full-time human rights commissioners.

The New Horizons for Women Trust administers the Ria McBride Public Service Management Award, along with various other awards for individual women undertaking second-chance education or training and for an individual woman or women's groups carrying out research on issues of importance to women and girls in New Zealand. It also administers the Sonja Davies Peace Award, and the Peg Hutchison Opportunity Award for women entering a non-traditional career.

The winner of the Ria McBride Public Service Management Award will receive funding of up to \$15,000 for study purposes. The money is to be used to further development towards a management position in the Public Service. The recipient may use the award for a brief period of intensive study, or over an extended period provided she retains eligibility by working for the Public Service (in a department listed in the First Schedule of the State Sector Act 1988). The money may be used for tuition costs in pursuit of an approved course of study, transport costs, costs associated with disabilities, or other study-related expenses. It will be paid out by the New Horizons for Women Trust on receipt of an invoice for expenses anticipated and included in the winner's proposal. It may be used in combination with funding from other sources.

The recipient of the Award is expected to pursue study leading to a recognisable and reputable higher qualification, as appropriate to the recipient's circumstances. Applicants pursuing a second chance at education are especially encouraged to apply. Receipt of this named award should be seen as an honour for the winner, who will have competed with applicants from across the Public Service. In turn, the Selection Panel will be looking for applicants committed to Public Service employment and who can be expected to do credit to the award.

## **Eligibility**

The award is open to women employees of Public Service departments listed in the First Schedule of the State Sector Act 1988 (see list of the departments at the end of this document) who show potential to be promoted into higher-level management. The award is intended to fund education that will improve the applicant's management prospects.

In addition, preference will be given to proposals that:

- demonstrate a good match between the educational activity proposed and the applicant's career goals, and
- honour the memory of Ria McBride.

The award is restricted to residents of Aotearoa New Zealand. Māori and Pacific women, and women with disabilities are particularly encouraged to apply.

We welcome more than one application from any department.

Each applicant must have her chief executive's support, as attested to by a letter of recommendation.

Previous winners are not eligible for further awards.

## **Selection process**

The Panel constituted to select the winner of the Ria McBride Public Service Management Award will include up to five women who represent the New Horizons for Women Trust, the State Services Commission, and other organisations connected with the Trust's purposes.

Applicants will be shortlisted on the basis of the application materials submitted to the Panel for its consideration, with emphasis on the suitability and quality of the proposal, the applicant's ability through her personal fortitude to honour Ria McBride's memory, and the application's evidence of the applicant's managerial potential. The Panel will then choose three candidates to be invited to individual interviews to be held in Wellington at the end of the first week of August.

If interviewees so desire, arrangements can be made for whānau to be present, within reason.

Please note that all interviews will be allocated the same length of time and the same questions.

Interviewees' travel (and where necessary) accommodation costs will be met by the State Services Commission.

Following the interviews, the Selection Panel will check references, as appropriate. The final decision will rest on the quality of the application, interview, and references.

The Selection Panel will take into consideration the likelihood that the Ria McBride Public Service Management Award will enable the applicants proposed project to be achieved, the proposal's value for money, its connection with the applicant's current job situation and with her goals for future work in the Public Service.

Should the Panel's preferred applicant be unable to accept the award, the Panel will reconsider its shortlisted candidates and may offer the award to the next most highly rated candidate, subject to reference checks.

## How to apply

There is no specific application form to fill out. Applicants should provide the following information:

**A cover sheet** with your name, address, phone number(s) and email address. Please indicate on this cover sheet that you are a New Zealand citizen/resident.

For our own purposes, we would appreciate knowing how you heard about the Ria McBride Public Service Management Award.

**A letter of support is required** from the Chief Executive of the Public Service Department in which you are currently employed. This letter must confirm support from your department for your proposed plan of study, including a commitment to provide an environment suitable for study (time away from the office to attend training, or leave, or other arrangements necessary to complete your study). This letter should also provide an evaluation both of your ability to undertake the training you propose and your potential to advance to a higher managerial level. Without such a letter, your application will not be considered. This letter is to be included in your application package.

**C.V.** List the employment positions (paid and unpaid) that you have held, starting with your present position, including full- or part-time status, and the dates of employment. Include a description of the responsibilities that your employment has involved. Describe your previous academic and professional development training, and list any previous awards, grants, etc., that you may have received that attest to your professional abilities. If you have published work connected with your profession, please include the pertinent information, but not the publications themselves. Also include other activities (membership of organisations, volunteer work, marae management, etc.) that demonstrate your leadership skills.

**Projected plan of study** (maximum of 250 words):

1. What outcome do you expect from your proposed study and how will it help you advance to a higher managerial level? Have you previously tried to achieve this outcome? If so, please describe the results.
2. Outline the time frame involved for working toward your goal, including your proposed study.
3. Where do you expect to carry out your studies? Briefly indicate the quality of the programme you wish to pursue. Have you been accepted? If so, please provide a copy of your proof of acceptance.

4. If the costs of your proposal exceed the grant available, how do you expect to fund the shortfall?
5. To the extent possible, provide a budget showing how you would use the funds provided by this award (this may be on a separate sheet). As you personally will not be receiving the award money as a lump-sum payment, you need to detail your anticipated expenses, showing as accurately as you can how you will cover the total cost, including all funding sources.

**Personal statement** (maximum of 250 words):

1. Explain how the proposed study fits in with your personal development and future objectives, especially your management aspirations.
2. Why are you suited to achieve the goal that you have set?
3. Add any other information that indicates why you are a suitable candidate for this award. ***The Selection Panel is particularly interested in knowing why you believe that your selection will honour the memory of Ria McBride.***

**The names and contact details of two referees relevant to this award.**

In addition, if you wish, you may include letters of recommendation - two or three, at most - from people familiar with your work in various capacities, either related to paid employment or otherwise. These letters should refer to your leadership abilities and management skills.

Send **five copies** of your **complete** application by **1 July 2011** to:

Ria McBride Public Service Management Award

New Horizons for Women Trust Inc

P O Box 12 498

Wellington 6144

Applications will not be acknowledged unless accompanied by a self-addressed, stamped postcard with "RMPSMA application" written in the message section.

Application material will not be returned, but will be appropriately disposed of within a reasonable period of time.

**Please note:**

- Because this is an award for Public Servants employed in a Schedule One department, applicants should be prepared to relinquish all claims to this award should they move out of employment in a Schedule One department of the Public Service before they have completed the project for which they are being funded. This may include not accessing award money unspent at the time of departure from the Public Service. However, receipt of the award does not bind the successful applicant to a particular Public Service department, either during or after the applicant's study is completed.
- Applications should clearly indicate whether there are any ethical considerations involved and how these would be managed (in the case of research-based projects).
- Applicants should contact their managers and/or HR representative for advice on preparing their applications.
- The New Horizons for Women Trust expects a brief written report upon completion of study (and annually if the study programme extends beyond one year) from the award recipient, about her achievements / the outcome of the study and the benefits of receiving the award.

- The recipient may be asked to contribute to publicity about the award (such as providing photo opportunities and giving media interviews). Shortlisted candidates may also be asked to assist with publicity.

## **Key Dates**

Applications close **2 July 2012**

Interview short listed candidates **2-3 August 2012**

Successful candidate notified **by mid August 2012**

Ria McBride Public Service Management Award presented at an awards ceremony in Wellington in **September 2012**

## **Further information/clarification**

In the first instance, please consult the information on the award available at the websites of the New Horizons for Women Trust and the State Services Commission:

If you need further clarification of any matter connected with this application, please contact either HR personnel in your own department or NHWT Trustee Amanda Kent at xxxxxxxxxxxx or via [enquiries@newhorizonsforwomen.org.nz](mailto:enquiries@newhorizonsforwomen.org.nz)

## **New Horizons for Women Trust**

The New Horizons for Women Trust is registered as a charitable trust. It actively supports second-chance education for women and research on topics related to women, by providing annual contestable monetary awards. Donations of amounts of \$5 and above are tax deductible. In 1997 the Trust successfully launched the 250 List, a campaign designed to create a substantial endowment fund. That work continues, along with other fundraising activities. If you wish to know more about the Trust, or would like to donate time or money to the Trust, please contact NHWT at [enquiries@newhorizonsforwomen.org.nz](mailto:enquiries@newhorizonsforwomen.org.nz).

Information about the Trust can also be found at the following website:

<http://www.newhorizonsforwomen.org.nz>.

**Departments of the Public Service from the First Schedule of the State Sector Act 1988 (as at 1 February 2011)**

- Ministry of Agriculture and Forestry.
- Department of Building and Housing
- Department of Conservation.
- Department of Corrections.
- Crown Law Office.
- Ministry for Culture and Heritage
- Ministry of Defence
- Ministry of Economic Development
- Ministry of Education.
- Education Review Office.
- Ministry for the Environment.
- Ministry of Fisheries.
- Ministry of Foreign Affairs and Trade.
- Government Communications Security Bureau
- Ministry of Health
- Inland Revenue Department.
- Department of Internal Affairs.
- Ministry of Justice.
- Department of Labour.
- Land Information New Zealand.
- Ministry of Maori Development.
- Ministry of Pacific Island Affairs.
- New Zealand Customs Service.
- Department of the Prime Minister and Cabinet.
- Ministry of Science and Innovation
- Serious Fraud Office.
- Ministry of Social Development.
- State Services Commission.
- Statistics New Zealand.
- Ministry of Transport.
- The Treasury.
- Ministry of Women's Affairs.