

PPMA Rising Star 2018

Sponsored by EY



**ppma**

PUBLIC SECTOR PEOPLE  
MANAGERS' ASSOCIATION

# Entry form and Information



The 2018 PPMA Rising Stars event has been designed to test your personal qualities in a range of activities, whilst at the same time helping you to enhance your confidence and resilience. We hope that participating in this competition will encourage you to achieve more than you thought possible in your career.

The PPMA is keen to create an environment where talent can shine, and to offer opportunities for everyone to learn grow and stretch themselves. Through your participation, your organisation is telling you that you have the potential skills and qualities to be a future leader of HR in the public sector. It will be up to you to make the most of this unique experience and to cherish your networks online and offline over the coming months and years.

This event is all about identifying and showcasing the tremendous breadth and depth of emerging talent that we have in HR. Included in this briefing pack is everything you need to know about the event: what you have to do next, dates and deadlines, how the competition will work, the results and the rewards.

So best of luck and allow your talent to shine!

# How will the competition work?

There are three phases to the competition:

## 1. Initial shortlisting and submission of business case

**By Monday 22 January:** Enter the competition by completing the application form at the end of this document, and submit this alongside a 250 word statement detailing why you have applied for this competition, and what you want your legacy from your working life to be.

**By Monday 22 January:** Submit your completed business case. Details of the criteria and this year's theme are in the next section.

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## 2. Face-to-face interviews and presentations

Successful applicants will be invited to two days of presentations and master classes on 8<sup>th</sup> and 9<sup>th</sup> February 2018, at the Jurys Inn, Leeds, where you will be judged in three categories:

### Category one: Business case

**Innovation through people** - You are required to prepare a business case of no more than 2,500 words for an idea that you believe will bring innovation to your HR/OD service. It must be your own original piece of research and thinking. You will need to be able to present the idea in a six minute presentation.

- **Understand and refine the case for change:** What is your big idea? Has anyone else had a similar idea before? If so, what makes yours different? Be curious.
- **Gather all evidence needed to form a robust business case:** Do you have a clear understanding of the cost/benefits associated? Are there risks that need to be considered?
- **Make your business case stand out:** What will make yours different? Think about language, visuals, analysis and style.
- **Test your business case with a number of different audiences:** Do they have any tips for making it clearer? Do they understand the overall concept? Is it relevant and useful to your HR/OD service?

**Structure** – how can you explain your idea?

- **Context** – what is the reason for your idea?
- **Trigger** – what made you think about changing something?
- **Question** – what is it you would like to change?
- **Response** – what is it you recommend – i.e. your idea?

**Style** – how can you bring it to life?

- Show authenticity, passion, curiosity and relevance.
- Can diagrams/ graphics/ pictures be used to aid your case?
- Ensure you use grammar and spell check.
- Have a title page – index – page numbers.

Your aim is to capture the curiosity and imagination of your reader with an idea that is impactful and ambitious and still realistically deliverable.

## **Category two: Presentation**

You will be required to present your business case to your fellow competitors; the order of presentations will be randomly selected on the day of the competition.

The presentation of your report is the main part of the competition and will be testing your ability to engage, persuade, influence and command the attention of others. To deliver your ideas in an engaging way requires confidence, bravery and self-awareness – the qualities of world class leaders.

Your presentation should last approximately six minutes, and you cannot use PowerPoint, flip charts or other visual aids - it's all about you.

A master class in communications techniques will be held on the first morning of the competition and will provide you with additional guidance and support.

## **Category 3: T.CUP - thinking competently under pressure**

To operate with impact and create confidence from our customers, effective HR leaders need to be able to think and deliver competently under pressure - this part of the competition will assess your ability against this quality. Participants will be randomly selected to face a series of questions on any subject presented by the judging panel. There will also be a scenario based exercise to further assess your ability in this area. Both exercises will last two-three minutes.

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## **3: Public vote**

Shortlisted finalists' business cases will be made available online and through social media to allow peers, colleagues and the general public to select the ultimate winner of the 2018 PPMA Rising Stars competition.

## Important event dates

### **Monday 22 January 2018 - Submitting your initial application and 250 word submission**

To enter the competition, you must send your application form and submission detailing why you have applied for Rising Stars and what you want your legacy from your working life to be, via email to [Ashleigh.richards@bristol.gov.uk](mailto:Ashleigh.richards@bristol.gov.uk) by **Monday 22 January 2018**.

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### **Monday 22 January 2018 - Finalising your entry and submission of your business case**

You'll need to send your completed business case, name, organisation and an appropriate photograph of yourself (jpeg format), via email to [Ashleigh.richards@bristol.gov.uk](mailto:Ashleigh.richards@bristol.gov.uk) by **Monday 22 January 2018**

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### **Thursday 8 and Friday 9 February 2018 - Face-to-face interviews and presentations**

Two days of presentations and master classes will be held on Thursday 8 and Friday 9 February 2018 at Jurys Inn Leeds. Overnight accommodation will be provided for you, but if you require accommodation for the evening before (Wednesday 7 February), you will need to arrange this.

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### **Thursday 19 and Friday 20 April 2018 - PPMA Annual Seminar**

The overall winner will be announced at the PPMA Annual Seminar at The Sage, in Gateshead/Newcastle, as part of the Annual Charity Dinner and Awards event.

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## The judges

The competition will be judged in two ways:

### The judging panel

A judging panel will identify two individuals to go through to the final. A third individual will be selected by the delegates who will select their top performing participant.

The judging panel will comprise of:

- **Suzanne Hudson** - Senior Adviser (Workforce & Policy), Local Government Association
- **Ashleigh Richards** – Policy and Strategy Consultant, Bristol City Council & PPMA Rising Star winner
- **Caroline Anderson** – HR Director from Land Registry
- A representative from EY

The results will be announced on the afternoon of Friday 9 February and awards will be given.

### Delegates

The Rising Star finalists will be invited to deliver their presentation to fellow Rising Star candidates. The reports will be made available on the PPMA website for delegates to vote on, and the overall winner will be announced on the evening of 19 April 2018 at the Annual Charity Dinner and Awards event.

## Winners and awards

At the end of the two day event in Leeds and at the PPMA Annual Gala Dinner in Leeds, awards will be presented for the following categories:

1. Rising Stars Delegates' Choice 2018 (Leeds)
2. Spirit of Rising Stars 2018 (Leeds)
3. Star Quality 2018 (Leeds)
4. Outstanding Development 2018 (Leeds)
5. Overall winner (Newcastle Gateshead)

The overall winner will be given a non-voting seat on the PPMA Board for one year and the opportunity to 'guest blog' on the PPMA's website: <http://www.ppma.org.uk>.

The Rising Stars competition is a social media friendly event, and we encourage you to share your challenges, successes and learning prior, during and post event using the **#ppmatar** hashtag.

## Endorsement

Your application must be endorsed by a manager from your organisation and you are required to provide the name, and direct contact details of this person.

You must make your managers aware that you will be required to attend the competition on 8<sup>th</sup> and 9<sup>th</sup> February 2018, and if selected on to the winner's short list, you must be available to attend the PPMA Annual Conference on 19<sup>th</sup> and 20<sup>th</sup> April 2018.

The winner will be expected to participate as a non-voting member of the PPMA Policy Board and various events throughout the year – a commitment of between 7 – 10 days in total.

## PPMA Rising Stars 2018 entry form

To register your interest in entering the PPMA Rising Stars 2018 competition, please email the following information plus your 250 word submission to [ashleigh.richards@bristol.gov.uk](mailto:ashleigh.richards@bristol.gov.uk) by **Monday 22 January 2018**.

### Your details

Title (Mr/Mrs/etc.)
Surname:
Forename:
Job title:
Contact tel:
Mobile:
Email:
Twitter:
PPMA membership number: (if applicable)

### Your organisation

Name
Endorsing Manager Name and contact details
Postal address
Post code

- I confirm I have attached my written submission (maximum 2,500 words) and agree the content can be used for any publicity and becomes the intellectual property of PPMA .
- I confirm I have attached an appropriate photo of myself (jpeg format) and agree this can be used for any publicity and becomes the intellectual property of PPMA.