



OPTIMISING YOUR ENTRY

NSW WOMEN IN MINING AWARDS



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How to optimise your entry and put your best foot forward

Overview

Thank you for being part of the industry's efforts in diversity and inclusion, to help acknowledge and celebrate the achievements of women and gender diversity champions in NSW.

Sometimes it is challenging to know the best way to articulate your achievements when entering an awards program. It's not uncommon for us to receive a submission that doesn't quite capture the extent of a nominee's impact or overall contribution.

This guideline has been prepared with assistance from previous NSW and National Women in Mining Awards judges, Stef Loader and Fiona Robertson. You may also want to watch our [webinar](#) hosted by Stef and Fiona which provides detailed guidance on how to prepare a successful entry.

If you have any queries about the process, please do not hesitate to contact our events team events@nswmining.com.au

Good luck!

Where to Start?

Begin by having a look at why you're entering these awards and determine your differentiator - what makes you special?

Make sure you give relevant context for your submissions. Assume that the judges do not know your operation, the region/town/community you reside in, what company you work for, the details of your workplace, and what barriers you've overcome. These things could be the differentiator between you and another nominee.

Clearly identify and unpack your duties, projects and responsibilities without making assumptions. What is normalised in your organisation may not be in other operations and vice versa. You may have significant barriers that do not exist or have been overcome at other sites/parts of the industry/types of operations.

The judges know nothing about you and you will need to paint them a picture, highlighting what makes you special and exceptional.

Are you a woman breaking into non traditional roles pioneering a new space? Are you rescuing a policy or project that needs to align back on track? Are you supporting other women and leading change?

Why are you passionate about this space?

Don't hold back, let your personality shine through. You might find a theme emerging, use this to differentiate your nomination.



Address the Criteria

It is important to address the criteria, however, do not be shackled by it. If you have already mentioned something in one category relevant to another category, don't feel the need to repeat it and waste your word count. The judges ultimately rely on your overall submission.

Therefore, be succinct, to the point, factual and give as much evidence as possible. Use statistics, examples and focus on specific achievements. Avoid motherhood statements and generalisations.

Think of it as a job application and you are selling yourself, starting with a theme that builds through evidence and examples throughout your submission.

Aim to limit your ideas to one per paragraph for reader impact.

Provide Examples

The key to a great submission is solid evidence backed up with facts and figures that substantiate a clear result.

Use examples of other people recognising your achievements as a shortcut to the facts.

Sticking Points

Demonstrate how you are successful, a high achiever, a self starter who goes above and beyond your day to day role, both at work and outside of work. What have you done at work, in local schools, family groups, for charity or your community?

Address how you have overcome adversity and faced challenges.

Showcase how you have advocated for the industry (social license to operate) and how do you contribute to building a positive impression of the industry externally? Why are you passionate about gender diversity and inclusion?

What continual learning are you pursuing, either via formal education or activities undertaking?

Attachments

Make your case in your submission. Don't rely on attachments as your first impression is the most important and it is likely that the submission is the thing that judges will go back to.

Your attachments should be limited and strategic, supporting the claims within the body of your nomination. For example a newspaper article that affirms a claim.

Ensure your attachments are appealing and easy to digest. Short and powerful videos similar to a TV advertisement can help crystallise your submission.

Your short CV of 2-4 pages should be tailored to the submission enhancing the body of your text. Focus on your achievements.

Feedback

Writing about yourself is hard. Ask someone who knows your career well to discuss your submission, a mentor, manager or close colleague will often be better at identifying your achievements and exceptional qualities than you.

Ensuring other people review and critique your submission is essential to its success and impact. While you want to shine through and avoid being overproduced, your communications team will be able to help with your story and compelling language and structure.

Have someone criticise how succinct and factual it is to ensure its validity and authenticity.

Don't be afraid to ask for help.

Conclusion

Generally, women withdraw from sharing all of their achievements and detailing their significance. It's not uncommon to receive a submission that doesn't capture the extent of the nominee's impact.

You can use this platform as an opportunity to advocate for women and equality within the industry - so share your story, inspire others and don't hold back.

Thank you for your submitting an entry.

We wish you luck.