

Guidance on the PSS, Library and Cultural Institutions Award

The President and Vice-Chancellor invites nominations for the 2013 Professional Support Services, Library and Cultural Institutions Distinguished Achievement Awards.

Three individual and two team awards are available. Given the limited number of awards, the achievements of the eventual winners are expected to be truly outstanding and to have taken place over a sustained period.

All staff members are eligible to nominate any member of and/or team within the PSS, Library and Cultural Institutions **except for themselves/their own team**, irrespective of where the nominator or nominee(s) are based.

5.1) Individual PSS, Library and Cultural Institutions Awards

Three individual awards will be available. Nominations will be welcomed for individuals representing all categories of staff i.e. manual, professional/managerial, secretarial/clerical or computing/technical/IT.

5.2) Team PSS, Library and Cultural Institutions Awards

As mentioned above, two team awards will be available. One team award will be for small teams (up to 12 people) and the other for larger teams (13+ with no upper limit). The successful teams (rather than individual members) will receive an award.

For both the individual and team awards judges will be looking for outstanding performance against one or more of the current core values of the PSS which are given in the Appendix. **There will be the additional requirement for the team entries in that they must demonstrate that they have shared values, and an ethos which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high performance.**

The winners will be selected by a judging panel which will be made up of both non-academic and academic staff. The non-academic representation will include an individual or individuals involved in front-line services. The panel will, when considering the nominations, be mindful of the category of staff to which the nominees belong, and will try to ensure, where possible, that the various categories are reflected in the eventual winners.

Submissions process for PSS, Library and Cultural Institutions Individual and Team Awards

Nominations are to be submitted directly to the Secretary to the Awards and Honours Group.

All nominations should be accompanied by a supporting statement of **no longer than 700 words**, outlining how the nominee meets the criteria for the awards. Wherever possible letters of support from the nominee's peers or relevant students should be appended to this statement.

In addition, nominators are required to provide a very brief summary of the nominee's achievements i.e. no longer than 120 words.

If the nomination is successful these 120 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of

people who will be in the audience at this event, particularly when constructing the shorter statement.

Timetable, Notification and Presentation Arrangements

Nominations should be made in the **strictest confidence** and the deadline for submission is **Friday 8 February 2013**.

Notification of the names of the winners of the awards will be given after the meeting of the Awards and Honours Group on 15 April 2013.

Nominators who do not receive notification that their nominee has won an award by Friday 26 April 2013 should assume that their nomination has not been successful.

The President and Vice-Chancellor will present the Distinguished Achievement Award winners with their medals/awards at a special ceremony on Friday 28 June 2013.

Nominations, marked **Private and Confidential**, should be sent **electronically as Word documents** to:

Deborah Black, Secretary to the Awards and Honours Group
Office of the President and Vice-Chancellor
email: Deborah.Black@manchester.ac.uk

For Use in Preparing Nominations for the PSS, Library and Cultural Institutions Individual and Team Awards

Values of the Professional Support Services

1. Professionalism

We are committed to high professional standards in terms of the level of service that we provide and the attitude that we bring to our work so that we add value. Integrity, a positive “can do” and customer focused attitude should be the hallmarks of our approach.

2. Teamwork and Support for Each Other

We are committed to working together and in partnership with our academic colleagues in order to meet the University’s objectives. In all our dealings we will adhere to the principles of transparency, honesty, civility and fairness, recognising the value that each individual brings to the success of the University.

3. Open to Change

We are committed to finding creative responses to adapt to changes in statutory and regulatory requirements and the external environment.

4. Continuous Improvement

We are committed to finding new ways of working, adding to our skills and harnessing new technology to improve the efficiency and effectiveness of the support services we provide.

Additional Requirement for Team Awards

In addition, for the team awards is the additional requirement that the team must demonstrate it has shared values, and an ethos which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high performance.