

Guidance on the Profession Support Services, Library and Cultural Institutions' Awards

Faculties and ***all individual members of staff*** are invited to nominate colleagues for a Professional Support Services, Library and Cultural Institutions' Distinguished Achievement Award.

Three individual and two team awards are available.

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.

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.

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.

Judging Criteria for the PSS, Library and Cultural Institutions' Awards

The judging criteria have been designed to reflect the PSS behaviours (for more information about the behaviours please follow this link: <http://documents.manchester.ac.uk/display.aspx?DocID=21690>)

They are as follows:

For both the individual and team awards judges will be looking for outstanding performance.

Specifically, nominations should evidence how the individuals or teams have significantly and tangibly contributed to maintaining a positive, open and respectful working environment where people work cooperatively together, have excelled at breaking down boundaries and communicating fully to achieve outstanding organisational benefits.

There will be an additional requirement for the team entries in that they must demonstrate that they have a shared ethos which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high performance.

In other words we are looking for individuals or teams who:

- Have regularly shown they have a 'can do attitude'
- Are team players
- Are always willing to do that bit extra to help staff, students or visitors
- Are flexible and respectful at all times

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 to the Secretary to the Awards and Honours Group (please see details below).

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

The deadline for the submission of nominations **is Friday 6 February 2015**.

Notification of the names of the winners of the awards submitted to the 6 February deadline will be given after the meeting of the Awards and Honours Group on 14 April 2015. Nominators who do not receive notification that their nominee has won an award by Friday 24 April 2015 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 26 June 2015.

Nominations 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

Tel: 57399

Writing Nominations

For further information on writing a nomination please do not hesitate to contact Deborah.