

Guidance on the Professional Services and Cultural Institutions' Awards

Faculties and all individual members of staff are invited to nominate colleagues for a Professional Services 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 PS and Cultural Institutions except for themselves/their own team, irrespective of where the nominator or nominee(s) are based.

Individual PS 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 PS 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 PS and Cultural Institutions' Awards

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 and have worked synergistically which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high level performance.

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

- Are flexible and agile
- Have demonstrated that they willingly embrace new challenges and change
- Strive to continuously improve
- Have consistently shown a 'can do attitude'
- Are team players both within their own areas and across organisational boundaries and when working with external partners
- Are always willing to do as much as possible to assist staff, students, visitors and external partners

- Have shown commitment to finding new ways of working, adding to their skills and harnessing technology to improve efficiency and effectiveness
- Have the ability to solve problems creatively, when required

You are also asked to reflect on how a prospective nominee's/team's contributions link to our core goals and themes in [Our future](#) and also how they exemplify our six values.

Of course, you may wish to consider candidates who have contributed in some way to the COVID-19 efforts or those who have managed to excel while facing extreme challenges arising from the pandemic.

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 PS 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).

Nominations should be no longer than 700 words and should be explicit about how the nominee meets the criteria for the award. Please note that all nominations must be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or students or relevant members of academic or PS/Library/CIs' staff. These should be appended to the nomination. If these statements are not included the nomination will not be considered.

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 which will mark the winner's achievements. You are asked therefore to be clear, concise and mindful of the diverse range of people who will see or hear this 120 word short citation.

[Timetable, Notification and Presentation Arrangements](#)

The deadline for the submission of nominations is Friday, 12 February 2021.

Notification of the names of the winners of the awards submitted to the 12 February deadline will be given after the meeting of the Awards and Honours Group in April. Nominators who do not receive notification that their nominee has won by the end of April should assume that their nomination has not been successful.

If it is possible at that time, the President and Vice-Chancellor will present the Distinguished Achievement Award winners with their medals/trophies at a special ceremony on Wednesday, 30 June 2021.

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: 0161 275 7399

Writing Nominations

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