

Guidance on the PSS and Academic Services Awards

The President and Vice-Chancellor invites nominations for the 2011 Professional Support Services and Academic Services Distinguished Achievement Awards.

Following the successful introduction of the PSS awards last year, it has been agreed that, in addition to the individual awards, two team awards should be made available. These team awards will replace two of the five individual awards so overall there will still be a maximum of five awards available. Given the limited number of awards, and, in particular, the reduction in number of individual awards available, the achievements of the eventual winners of the individual awards are expected to be truly outstanding and to have taken place over a sustained period.

The name of the awards has been changed, in the light of feedback received, to more accurately reflect the areas which eligible prospective nominees belong to and so, from now on, they will be known as the PSS and Academic Services Awards.

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

Individual PSS and Academic Services 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 and Academic Services Awards

As mentioned above, two PSS and Academic Services 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 core values of the PSS which are *professionalism, teamwork and support for each other, openness to change and continuous improvement*.

There is an **additional requirement for the team entries** in that the teams 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 PSS and non-PSS staff. The PSS 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

The successful candidates' names will go forward for final approval by the Awards and Honours Group in April 2011.

Submissions process

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 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 150 words.

If the nomination is successful these 150 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 and Notification and Presentation Arrangements

All nominations should be made in the **strictest confidence**.

The deadline for the submission of nominations is **Friday 11 February 2011**.

Notification of the names of the winners of the awards will be given after the meeting of the Awards and Honours Group in April 2011.

Nominators who do not receive notification that their nominee has won an award by Wednesday 20 April 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 1 July 2011.

Nominations, marked **Private and Confidential**, should be sent to:

Deborah Black
Secretary to the Awards and Honours Group
Office of the President and Vice-Chancellor
Room 1.007
John Owens Building

email: Deborah.Black@manchester.ac.uk ; tel: 0161 275 7399

If you have any queries about the Distinguished Achievement Medals please contact Deborah Black in the Office of the President and Vice-Chancellor.