

## **GUIDANCE ON THE PSS, LIBRARY, MANCHESTER MUSEUM AND WHITWORTH ART GALLERY AWARDS**

The President and Vice-Chancellor invites nominations for the 2012 Professional Support Services, Library, Manchester Museum and Whitworth Art Gallery Distinguished Achievement Awards.

Following the pattern established last year, in 2012 there will be three individual awards available and two team awards. Given the limited number of awards, and in particular the small number of individual awards available, the achievements of the eventual winners of the individual awards are expected to be truly outstanding.

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

### **5.1) Individual 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 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 core values of the PSS which are given at the end of this guidance. **There will be 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/Library/Manchester Museum/Whitworth Art Gallery staff and academic staff. The 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, Manchester Museum and Whitworth Art Gallery Distinguished Achievement 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 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, Notification and Presentation Arrangements**

***Nominations should be made in the strictest confidence and the deadline for submission is Friday 10 February 2012.***

Notification of the names of the winners of the awards will be given after the meeting of the Awards and Honours Group taking place on 23 April 2012.

Nominators who do not receive notification that their nominee has won an award by Monday 30 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 29 June 2012.

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](mailto:Deborah.Black@manchester.ac.uk)  
Tel: 57399

**For use in preparing nominations for the PSS, Library, Manchester Museum and Whitworth Art Gallery 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.