

School of Environment, Education and Development

PSS AWARDS 2016 GUIDANCE NOTES

The School invites nominations for the SEED Professional Support Services (PSS) Awards 2016. There will be up to six individual awards available and three team awards. Winners will be drawn from across the School.

All PSS staff members are eligible to nominate any individual or team within the School PSS **except themselves or their own team** (line managers can nominate team members).

The School PSS comprises:

Senior Leadership Team

School Office (including PAs)

Recruitment and Admissions

PGCE Support

Technical Services

Teaching, Learning and Doctoral Services:

- UGT Programmes Support
- PGT Programmes Support
- PGR Programmes Support
- Applied and Distance Learning
- Student Experience and Support

Research Institutes and Centres

Finance Office

Research Hub

Web Officers

Individual Awards

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

There will be the following awards:

- Best team player
- Most inspiring individual
- Best newcomer
- Most innovative individual
- Customer Service award
- Leader of the year

Team Awards

Three team awards will be available. The successful teams (rather than individual members) will be given an award.

Judging Criteria

The awards will be judged by a panel which will include representation from across the School and from different levels of staff. Each judge will review and score the nominations independently before the panel meets.

Nominations will be judged against the criteria set out below. The number of criteria is not of itself a factor in the judging and it is better to submit one or two well-evidenced criteria than several that are less well-evidenced.

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.

For both individual and team awards the panel will be looking for performance that truly stands out. Award winners will meet one or more of the following criteria:

- they always deliver an exceptional 'first mile' – i.e. it's not just about 'going the extra mile' but putting in a consistently excellent performance
- they are a great team player, actively supporting colleagues and helping their team to bond;
- they have shown initiative and commitment in pursuit of an excellent student or staff experience
- they foster collaboration and partnership working across the School, with colleagues in other areas of the University or with external contacts
- they have delivered an outstanding piece of work or completed a project that has made a recognisable contribution to their team's or the School's strategy and priorities
- they are always willing to offer help and support to others

The contribution to be recognised should have been made between January and December 2016

Submission for SEED PSS Awards

Nominations are to be submitted to SEEDHoSA@manchester.ac.uk by 5pm Monday 21 December. Awards will be announced at a lunchtime event in January 2016.

All nominations should be made on the nomination form, indicating which criteria in particular have been met by the individual or team being nominated and then explaining, with specific examples and in **no more than 400 words** how the criteria have been met.

You may also support any criteria you have ticked with evidence in the form of supporting letters/emails/statements from colleagues, peers, students, other members of a team or equivalent 'happy customers' of any kind.