 Directorate of Estates & Facilities

**DIRECTORATE OF ESTATES & FACILITIES OUTSTANDING CONTRIBUTION AWARDS**

**NOMINATION FORM**

***Before completing this form, please make sure you have read and understood the accompanying guidance notes.***

|  |  |  |
| --- | --- | --- |
| **Nominator(s)**  1 | **Name** |  |
| **Email address** |  |
| **Job Title** |  |
| **Team & Unit** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee**  2 | *For team nominations please list all members of the team by inserting rows below as required* | | |
| **Name** | | **Type of Business (if applicable)** |
|  | |  |
| **Main Contact** |  | |
| **Job Title** |  | |
| **Email address** |  | |

3

**Nomination Criteria**

**Newcomer of the Year**

**Inspiring Leader (Individual)**

**Unsung Heroes**

**Sustained Excellence (Individual)**

**Team of the Year**

**Supporter of the Year**

**External Partner of the Year**



**Environmentally Sustainable Achievement of the Year**

**Large Project of the Year**

**Small Project of the Year**

**Outstanding Impact on our Student Experience**

**Service Excellence Individual or Team**

4

**Complete your supporting statement.**

5

**Add one additional piece of evidence that supports the nomination criteria. This supporting evidence must be no more than 500 words.**

Nominator Signature(s)

|  |
| --- |
|  |

**Supporting statement** - please answer below in **no more than 700 words in total**

|  |
| --- |
| **Please provide a summary**  **Explain the key achievements/performance and how success has been measured.** |

Please return your completed form as a **Word document** to [EandF-reward@manchester.ac.uk](mailto:EandF-reward@manchester.ac.uk)

by **Friday 7th February 2025**

If you do not have access to a computer, you can send your form in the internal mail to

**Estates & Facilities Directorate Office, Room 3.001, Beyer Building, Old Quad**

**Please note that all nominees will receive an email informing them if they have been shortlisted, and by whom, by Monday 17th March 2025**

**Guidance for completing the Nomination Form**

1. Nominations may be made by individuals, or jointly with colleagues. Please state names of all nominators.
2. Depending on the chosen award category, nominees may be either a team or an individual. Only one nomination per form. For team nominations please list the names of all the individual team members. Please also include details of your nominee’s Line Manager so they can be informed of the nomination.
3. The nomination criteria is specific to each award category. Please ensure that you are clear on the criteria for your particular chosen category as it is against **these criteria** that your nomination will be judged.
4. Your supporting statement explains to the judges how your nominee meets the criteria for your chosen award category. Your statement must not exceed the maximum 700 words.
5. You need to support your nomination with evidence. The usual kind of evidence is in the form of supporting letters/emails/statements from colleagues, peers, students, other members of a project team or equivalent ‘happy customers’ of any kind. Please submit 1 piece of supporting evidence per nomination. Please ensure that you do not include any sensitive data as part of the application (in direct relation to the nominee or as part of wider supporting evidence.) The supporting piece of evidence must not exceed the maximum 500 words.

**If you are in doubt about how to present your nomination, please ask advice from a colleague or your Line Manager. You can also contact the Directorate Office where we’ll be happy to help,**

[EandF-reward@manchester.ac.uk](mailto:EandF-reward@manchester.ac.uk)