 Directorate for the Student Experience

**DSE OUTSTANDING CONTRIBUTION AWARDS**

**UNSUNG HERO(S) - NOMINATION FORM**

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

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

|  |  |
| --- | --- |
| **Nominee**2 | *For team nominations please list all members of the team by inserting rows below as required\** |
| **Name** | **Email address** |
|  |  |
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|  |  |
|  |  |
| **Job Title** | *Not required for team nominations*  |
| **Team & Division** |  |
| **Line Manager** |  |

**\*** *Please note if you nominate your own team, you will not be counted as a team member for this nomination but as a supporter*.

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**Nomination Criteria – Unsung Hero(s) (Individual and/or Team)**

An opportunity to recognise and reward an individual and/or team whose contribution to DSE may take place behind the scenes but is invaluable, even though it may go unnoticed. This award changes that, by recognising dedicated people, who;

* are committed to providing help and support to their colleagues;
* demonstrate enthusiasm and a can-do attitude
* are always working diligently behind the scenes to support DSE activities and objectives.

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**Complete your supporting statement and summary of contribution overleaf**

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**Append 1 additional piece of evidence that supports the nomination criteria. This supporting evidence must be no more than 500 words.**

Nominator Signature(s)

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|  |

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

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| **Explain how your nominee demonstrates the criteria as listed for this category. Please provide specific examples and evidence.** |

**Summary of contribution** - this will be included on your nominee’s certificate. **No more than 120 words.**

*Is there a piece of music you would like to hear played if your nominee is a winner and invited on stage to collect their award?*

Please return your completed form as a **Word document** todse-reward@manchester.ac.uk

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

**DSE Directorate Office, Room 1.5 Crawford House, Booth Street East**

**Please note that all nominees will receive an email informing them that they have been nominated, and by whom, by the end of January.**

**Guidance for completing the Nomination Form**

1. Nominations may be made by individuals, or jointly with colleagues. Please include 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 team members. Please note that if you nominate your own team, you will not be counted as a team member for this nomination, but as a supporter. For individual nominations please also include details of your nominee’s line manager.
3. Nominations are welcome for previous nominees who didn’t go on to win an award, particularly where there is evidence of additional contribution and impact. Nominations for previous winners within the last 3 years, will only be considered if there has been a substantial development in their contribution or involvement in a new project or initiative that aligns to the award categories.
4. 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 this criteria that your nomination will be judged.
5. Use your supporting statement to show the judges how your nominee meets the criteria for the chosen award category. Please include examples that highlight the impact of the nominees actions and the difference they have made, and describe what might have occurred if they had not taken those actions. See below for some examples. The statement must be no longer than 700 words.

**Example 1: Leadership & Initiative -** *"When our department faced a critical staffing shortage, Alex voluntarily took on additional responsibilities, reorganized workflows, and mentored new team members. As a result, we not only met our project deadlines but also improved team morale. Without Alex’s leadership, the project would likely have stalled, impacting service delivery to over 500 clients."*

**Example 2: Innovation & Problem Solving -** *"Jasmin developed a new digital filing system that reduced document retrieval time by 60%. This innovation saved the team over 100 hours per month and significantly improved compliance with audit requirements. Without her solution, we would still be relying on outdated, error-prone manual processes."*

**Example 3: Community Impact -** *"Through her volunteer-led literacy program, Priya helped over 80 adults in the local community improve their reading and writing skills. Many participants have since gained employment or enrolled in further education. Without her dedication, these individuals would have continued to face barriers to opportunity."*

**Example 4: Going Above and Beyond -** *"Despite not being part of his job description, Tom stayed late every evening for two weeks to ensure the successful launch of our new client portal. His commitment ensured a seamless rollout, which received praise from both clients and senior leadership. Without his extra effort, the launch would have been delayed, affecting customer satisfaction."*

**Example 5: Resilience & Adaptability -** *"During a major system outage, Fatima coordinated with IT, communicated with stakeholders, and implemented a temporary workaround that kept operations running. Her calm and decisive actions prevented a potential loss of over £50,000 in revenue. Without her intervention, the impact would have been severe."*

1. You need to provide supporting evidence with your nomination. 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, try and get advice from a colleague or your line manager. You can also contact the Directorate Office where we’ll be happy to help –**

dse-reward@manchester.ac.uk