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**Team Professional Service (PS) and Cultural Institutions’ (CIs) Distinguished Achievement Awards Nomination Form 2024-25**

***Please see the detailed guidance appended to this form which suggests the types of contributions to cover***

All submissions should be made by **Friday 7 February 2025** and sent to Deborah Black (deborah.black@manchester.ac.uk), Secretary to the Awards and Honours Group.

Alternatively you can apply [online here](https://www.qualtrics.manchester.ac.uk/jfe/preview/previewId/017f79a7-6f63-49df-8890-dbda567fd9d7/SV_2fo2kaqzMCTFFR4?Q_CHL=preview&Q_SurveyVersionID=current) and once submitted this will be sent to Deborah.

***If you would prefer to video or audio record your nomination, please go to the bottom of the form for details.***

**Nominator’s name:**

**Nominator’s job title and Directorate/CI/Faculty/School:**

**Nominator’s email address:**

**Name of your team:**

**Is your team small (up to 12 members) or large (13 members of more with no upper limit)?:**

**Directorate/CI/Faculty/School to which the team belong *[NB if the team is cross-Faculty or cross-Directorate please name all relevant areas]:***

**Please list the members of the team giving the team leader’s name first *[NB if the team is very large please append the list to this nomination form]*:**

***Team leaders can nominate their own team provided they do so with a co-nominator from outside of the team. If you are nominating your own team please provide the name of your co-nominator:***

***Team leaders should note that in those instances you would not be counted as belonging to the team, rather you would be treated as a supporter of it***

1. In ***no more than 700 words*** describe how your team’s contributions have been outstanding. The focus primarily should be on the team’s paid position. For suggested areas to cover, please see the appendix below. These points can be made in the form of a list if you would prefer that format.

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1. Please summarise ***in 120 words*** your team’s achievements over the past year. If the nomination is successful these 120 words will be used as the basis of the citation which will be used to mark the winner’s achievements. You are asked to be clear and concise and bear in mind the diverse range of people who will read or hear this short citation.

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1. Is there any further information that you would like to include to make the case as strong as possible (e.g. has the team received other recognition such as a Rewarding Exceptional Performance award or some external accolade)

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4. All nominations **MUST be accompanied by a minimum of two and a maximum of four statements of support**, from either the team’s peers, students or relevant members of academic or PS/CIs’ staff. Wherever possible and relevant, please include statements from students or recent graduates to ensure the student voice is heard. These should be no longer than 200 words each. **Please make sure these are appended to the nomination**.

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| ***If you would prefer to audio or video record your nomination you are very welcome to but here are a few things you need to bear in mind:**** ***You must still complete a written form giving your details and those of your team using this*** [***link***](file:///P%3A%5CAwards%20and%20Honours%20Group%20Apr%202023%5C2024%5C2024-25%20Call%20for%20DAA%20nominations%5CTeam%20recorded%20noms%20form%20for%20nominator%20and%20team%20details.docx)***.***
* ***You can be as creative as you like if you choose to make a recording but please note that the judges will be assessing the merit of the content only against the set of criteria, which is the same as the criteria for written submissions listed below.***
* ***You will need to ensure that you adhere to the 700 word limit for the full nomination and also provide the 120 word short citation in case your team is a winner.***
* ***This will mean in total your recording should be no longer than 6 minutes (i.e. 5 minutes for the full nomination and up to 1 minute for the short citation) If these limits are exceeded we will only take into account the first 5 minutes for the nomination citation and only 1 minute for the short citation.***
* ***Please emphasise the outstanding quality you wish to highlight or which of Our Values your team (s) exemplifies so well by explicitly referring to the quality/Value before giving examples. This approach will help the panel members with the judging.***
* ***You will still need to obtain at least two and no more than four supporting statements, each of which can be no more than 200 words (i.e. a maximum of 1.5 minutes if they are being recorded). These can be submitted in written or recorded form at the same time as the nomination and short citation are.***
* ***Your details and those of your team on the form provided above, your recorded nomination, short citation and supporting statements (recorded or written) all need to be sent directly to Deborah Black (******deborah.black@manchester.ac.uk******) by Friday 7 February 2025. Deborah will then upload it/them to a dedicated site which will be accessible to the judges.***
* ***We would be grateful if you could formally give your permission for us to use the recording (s) for publicity purposes, if required, at a later date. To confirm you are happy for this to happen, please say so in your covering email to Deborah.***
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***Appendix***

# Guidance for the PS and Cultural Institutions’ Awards 2025 Distinguished Achievement Awards

For both the individual and team awards judges will be looking for outstanding performance. This can be in any role within the University and potential nominators should note that the teams don’t need to have undertaken new or special projects to be considered.

We are looking for individuals or teams in Professional Services, the Museum, Gallery or at the Jodrell Bank Discovery Centre who always provides an excellent service or goes out of their way to help someone or to solve a problem. In other words, we’re looking to recognise and celebrate those special people who work tirelessly to do their jobs well.

**We would particularly welcome nominations for those working in first point of contact roles or frontline services whose operational and maintenance work is vital to the day-to-day running of the University but which can often go unnoticed and unrewarded.**

 **We would also very much welcome nominations for colleagues who do their best to deliver an excellent service even in difficult circumstances.**

**We are keen for these awards to recognise and reflect the contributions of all our diverse staff. We particularly welcome nominations for colleagues from under-represented groups (individuals or teams) including Black, Asian, and Minority Ethnic staff, Disabled and LGBTQ+ colleagues.**

When completing a [nomination form for an individual](https://documents.manchester.ac.uk/display.aspx?DocID=57187) or [a team](https://documents.manchester.ac.uk/display.aspx?DocID=57186) you are asked to reflect on the questions below which have been devised to try to tease out your candidate’s/team’s contributions. These are grouped around the University’s values: [**Our Values**](https://www.staffnet.manchester.ac.uk/our-future/our-values/)

Please note there is no expectation that a nominator will answer all of the questions nor group responses around the values. Instead we would encourage you to address just those that are relevant to the job the person or team does. You are also strongly encouraged to also include anything else you think is relevant to the case to make it as strong as possible.

Under each value below, we have provided some questions to act as prompts to assist you in thinking about relevant examples.

**Knowledge**: We are ambitious in our pursuit of new ideas, greater understanding and discovery.

*How has the individual embraced new challenges or service improvements or solved a problem which has contributed to better campus experiences for our students, colleagues or external partners?*

*Has the individual suggested ways of working that have benefitted those colleagues/teams they work with and for?*

**Wisdom**: We share and apply our knowledge and experience to guide balanced and evidence decisions for ourselves and for society.

*Has your team undertaken training or professional development that has been used to improve the way they do things?*

*Has the experience and/or expertise of the individual been shared with other parts of the University, the sector or the wider community? (Please mention the feedback or impact, if applicable)*

**Humanity**: We embrace and celebrate difference, respect and support each other, and act with integrity to benefit society and the environment by transforming and enriching lives.

*How have they gone out of their way to assist colleagues, students or external partners?*

*Are they able to motivate and empower people they work with to achieve their best and deliver individual and team goals in an inclusive and mutually supportive way?*

*Has your team contributed to creating an inclusive, diverse and accessible environment where people are treated with dignity and respect and have a sense of belonging? Examples could relate to welcome activity, provision of accessibility support, awareness and accommodation of differing cultural needs, open days, community festivals or during public health outbreaks, etc.*

*How has your team inspired others to reach their full potential by developing capabilities/capacity, and/or helped the University towards achieving its goals as set out in its Strategic Plan? Examples may include informal leadership, mentoring or coaching or formal engagement with university initiatives such as Manchester Gold, staff networks, etc.*

**Academic freedom**: We support with enthusiasm and vigour the principles of freedom of thought and speech.

*Does the team create an environment where challenging questions and constructive*

*criticism are expected whilst being respectful and inclusive at all times?*

**Courage**: We think and speak freely, and act boldly to challenge assumptions and shape our future for the greater good.

*Has your team been willing to challenge when they see that things could be improved or when they appear unfair?*

*Has your team challenged a situation or alerted you to potential microaggressions or discriminatory practices which may have made other colleagues, students or partners feel uncomfortable? In doing so, did they raise awareness of the need to speak up and to help address systematic barriers and nurture an inclusive community? Examples could relate to the use of pronouns, improving accessibility, etc.*

**Pioneering spirit**: In the radical Manchester spirit, and inspired by our people, history and scale, we create the exceptional.

*Has there been anything that the team has achieved this year that you believe has gone over and above the requirements of the role?*

*Has the team done or suggested something which has not been tried before – what was it and what impact has it had?*

*Has your team considered the wider benefit of their approach to work, not only focusing on their immediate area or responsibilities but thinking Institution-wide and beyond, which has contributed positively to raising our profile and reputation?*

The winning teams will be selected by a judging panel which will be made up of both academic and Professional Services staff.

**If you would like advice on any aspects of the PS&CIs Distinguished Achievement Awards, including the criteria and how to complete the nomination form, please contact Deborah Black (deborah.black@manchester.ac.uk) who co-ordinates the awards centrally.**