**INDIVIDUAL Professional Service (PS) and Cultural Institutions’ (CIs) Distinguished Achievement Awards Nomination Form 2025-26**

***Please see the additional information at the end of this form which highlights some of the staff we would particularly like to see recognised.***

This form is for nominating a member of Professional Services or one of our Cultural Institutions (i.e. Manchester Museum, the Whitworth Art Gallery or the Jodrell Bank Discovery Centre) for an award to recognise their outstanding contributions.

**How to submit:**

* Send the completed form to Deborah Black (deborah.black@manchester.ac.uk) by **Friday, 6 February 2026**.
* Alternatively you can [submit your form online](https://www.qualtrics.manchester.ac.uk/jfe/preview/previewId/527dc336-99c8-4691-852d-85908e89974d/SV_9B5dau36wg4SPd4?Q_CHL=preview&Q_SurveyVersionID=current)  by the same deadline – this will automatically go to Deborah- or **record your nomination as a video or audio file** (see below for details).

**Nominator’s details:**

* Your full name**:**
* Your job title**:**
* Your Faculty/School/Directorate/CI**:**
* Your email address**:**

**Nominee’s details:**

* Their full name**:**
* Their job title**:**
* Their Faculty/School/Directorate/CI**:**
* Their grade**:**
* Their staff number**:**
* Their email address**:**

**Nomination requirements:**

*Please note that it is important that* ***you do not exceed the maximum word count for each question or requirement*** *as anything above the stated limit for each section will automatically be discounted.*

*Also please note that nominations can be based solely on excellent work within a person’s job. They don't necessarily have to have made 'above and beyond' contributions, not least as not everyone has the opportunity to do so. This being the case, question 3 is optional.*

*The final thing to note is the importance of demonstrating the impact the candidate has made in question 4. Judges will be looking particularly closely at this information.*

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| 1. **Question**
 | **Why are we asking this?** |
| **What is the nominee’s normal role?** | **To provide a baseline about a job description, duties and expectations of anyone in that role.** |
| *Maximum word count: 200 words* |

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| 1. **Question**
 | **Why are we asking this?** |
| **How have they excelled within this schedule of responsibilities and duties?** | **To provide a description of how they have performed outstandingly *within* what is expected in their role** |
| *Maximum word count: 300 words* |

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| 1. **Question (optional)**
 | **Why are we asking this?** |
| **Have they gone above and beyond their duties to the benefit of our university community (staff and students), core mission or partners (local communities, third sector, industry, local or central government, overseas partners etc)?** | **To provides us with a description of how they have gone *above and beyond*of what is expected in their role by taking an opportunity to work outside the remit of their role.** |
| *Maximum word count: 200 words* |

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| 1. **Question**
 | **Why are we asking this?** |
| **What impact have they had? This can be on our people, our communities and partners, our operations (including financial) or, more generally, on our core missions.** | **To provide a description of outcomes and their impact.** **This section must include two short statements of support from two other people who have felt or seen the impact** |
| *Maximum word count:400 words* |

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| 1. **Additional information (optional).** Mention any other awards or recognition they’ve received
 |
| *Maximum word count: 100 words* |

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| 1. **Please summarise their achievements over the past year.**  This will be used as the official citation if they win.
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| *Maximum word count: 120 words* |

**Guidance for video/audio submissions:**

* You must **still** **fill out a written form just giving** **your details and the nominee’s** so we have an accurate record for any follow up**.**
* You **must address each of the questions set out above**.
* The recording should be **no longer than 5 minutes for the nomination** and **1 minute for the short citation**.
* The two supporting statements can be written or recorded (**1 minute maximum each if** **recorded)**.
* Send all materials to Deborah Black (deborah.black@manchester.ac.uk) by **6 February 2026**.

**Additional information**

**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 in particularly difficult circumstances.**

**We are keen to recognise and reflect the contributions of all our diverse staff so we strongly encourage nominations for staff from underrepresented groups including Black, Asian, and Minority Ethnic staff, Disabled staff, and LGBTQ+ colleagues and colleagues on technical grades and grades 1-4.**

The winners will be selected by a judging panel which will be made up of academic and Professional Services/CI staff and Officers of the Students’ Union. The panel will be mindful of the category of staff to which the individual/team belongs, and will try to ensure, where possible, that the various types of roles and contributions are reflected in the eventual winners.

If you need help with the nomination process, contact Deborah Black (deborah.black@manchester.ac.uk).

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| For information on some other ways staff can be recognised please follow this link:<https://www.staffnet.manchesterac.uk/people/benefits/recognition/> |