Guidance on the PS and Cultural Institutions' Individuals and Teams DAAs

Nominations are invited for the 2027 Distinguished Achievement Awards in **the Professional Services (PS) and Cultural Institutions' category**.

All staff members are eligible to nominate any individual and/or team within the PS and Cultural Institutions **except for themselves or their own teams unless they have a co-nominator outside of the team**. This is irrespective of where the nominator or nominee(s) are based.

1.1) Individual PS and Cultural Institutions' Awards
A maximum of three individual awards will be available. Nominations will be welcomed for individuals representing all categories of staff i.e. manual, technical, professional/managerial, secretarial/clerical.

1.2) Team PS and Cultural Institutions' Awards
Up to two team awards will be available. Teams are divided into small teams (up to 12 people) and large teams (13+ with no upper limit). The successful teams (rather than individual members) will receive an award.

Judging Criteria for the PS and Cultural Institutions' Awards
For both the individual and team awards judges will be looking for performance which is truly outstanding. This can be in any role within the PS or Cultural Institutions and nominators should note nominees don't need to have undertaken new tasks or special projects to be considered.

In a nutshell, we are looking for individuals or teams who provide an excellent service, go out of their way to help those who need it or to fix problems they encounter.

The winners will be selected by a judging panel made up of academic and Professional Services/Cultural Institutions staff and Officers of the Students' Union. 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 types of roles and contributions are reflected in the eventual winners.

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;
- nominations for colleagues who do their best to deliver an excellent service even in difficult circumstances;
- being able 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.

Nominations for both individual and team PS and Cultural Institutions' DAAs **must be made using the designated individual or team nomination form. Nominators will see on the forms that there is an option to audio/video record parts of the nomination but a paper submission will still be required to capture information on the person submitting and their nominees (further details are given on the forms).**

It is also possible to make a submission online. Irrespective of the format of the nominations these should be submitted by **Friday 5 February.** Word versions and audio/visual recordings should be sent directly to the Secretary to the Awards and Honours, Deborah Black (Deborah.black@manchester.ac.uk). Online versions will automatically be submitted to Deborah.

Notification of the names of the winners of the awards submitted will be given after the meeting of the Awards and Honours Group in April/May 2027. Nominators who do not receive notification that their nominee/team has won an award by the end of May should assume that their nomination has not been successful.

The awards will be presented at a special ceremony in The Whitworth Hall the on 1 July 2027.

Queries and help with drafting nominations

For further information on any matters relating to the awards please contact Deborah Black .

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