



## 2019 Professional Services Awards Guidance Notes

### 2019 Categories

- Leadership Award for Outstanding Contribution
  - This award is chosen by the COO from the nominations received across all categories to honour and recognise an outstanding member of staff that the UCL community would like to celebrate.
- Way of Working - Personal Excellence Award
  - This person demonstrates integrity, outstanding service and commitment to UCL.
- Way of Working - Working Together Award
  - This team demonstrates excellent collaboration, communication and shared learning in the way that they work together.
- Way of Working - Outstanding Individual Contribution to Achieving our Mission
  - This individual demonstrates that they are striving towards UCL's future. They demonstrate vision, a sense of ownership and innovation in their work.
- Way of Working - Outstanding Team Contribution to Achieving our Mission
  - This team demonstrates that they are striving towards UCL's future. They demonstrate vision, a sense of ownership and innovation in their work.
- Community Spirit Award
  - This individual does amazing things beyond the boundaries of specific roles or/and beyond the boundaries of UCL and we wish to recognise the personal impact they are making to the broader community.
- Outstanding Contribution to the Staff Experience
  - This individual brings joy on a day to day basis to my experience as a UCL member of staff. This category is eligible for those who may work at UCL on a contractual basis as well as UCL staff.

### Ways of Working

- Four of this year's awards relate to the newly launched Ways of Working for professional services. You can find definitions of the Ways of Working around the themes of **Personal Excellence**, **Working Together** and **Achieving our Mission** at [www.ucl.ac.uk/ways-of-working](http://www.ucl.ac.uk/ways-of-working).
- Please use the definitions provided at [www.ucl.ac.uk/ways-of-working](http://www.ucl.ac.uk/ways-of-working) to support your nominations. You will find a downloadable overview of the Ways of Working by downloading the wheel and descriptors pdf, and more grade-related detail by looking at the relevant supporting indicators. Explore the categories and tell us how the person you are nominating delivers their work in ways outlined by the framework.

Please see a visual of the Ways of Working wheel for reference below:



## Criteria

Entries will be score based on three criteria:

- Evidence/examples
- Benefit to UCL
- How can this continue to positively influence UCL

## Eligibility

- Award winners will have gone above and beyond their roles and be exemplars in terms of their achievements.
- They will role model best practices in terms of UCL's Ways of Working.
- Unless stated otherwise, they should be members of UCL professional services staff at the time of the awards (June).

## Nominees

You may nominate one or more individual members of professional services staff (meaning an individual with a professional services contract within any academic or non-academic department, division or other setting). If you are nominating more than one individual, they can be from any number of different departments or settings. Any UCL student or staff member may nominate professional services staff or you may be nominate yourself or a team within which you have/are working.

## Project or Activity

This would normally be a discrete piece of work that has (fully or partially) taken place within the last 12 months.

## Summary description

A very brief description of the project or activity, in no more than 50 words.

### **Statement**

This section (of no more than 750 words) should describe the project/activity and why you believe it deserves to be recognised with a Professional Services Award in the category you have indicated. The following should be covered:

- Simple description of the project/activity
- Explanation of why you think it is worthy of an award;
- Explanation of why you think it meets the criteria for the particular category of award (see below);

### **Prizes**

Individuals and teams can choose from a menu of prize options.

Individuals:

- 1 Day additional annual leave
- 3 months Bloomsbury Gym membership
- Gift vouchers for the Bloomsbury Theatre

Teams:

- Experience voucher
- Team lunch

### **Judging panel**

The panel will be chaired by Fiona Ryland, COO and comprise 6-9 members of professional services staff from across UCL.

### **Judging process**

The panel will be sent all applications and asked to score each application on the basis of the criteria. They will also be asked to declare conflict of interest, if they know the applicant. The panel will meet to review the outcome of their scores and agree on the winners.

### **Key dates**

- Awards will open on 2nd May
- Awards will close on Monday 3rd June at 5pm.
- Shortlisting will take place by 7th June
- Shortlisted staff will be notified on 7<sup>th</sup> June
- Shortlisted staff must be available to participate in a video from 10-12pm on 11<sup>th</sup> June

### **Contact Information**

Should you have any questions or queries please contact [professionalservices@ucl.ac.uk](mailto:professionalservices@ucl.ac.uk).