Guidance on Submissions for the Pride of Napier Award

The newly introduced, 'Pride of Napier' award is a School/Service Award which celebrates a significant, collaborative piece of work. Unlike the other award categories, submissions in this category will be SLT-led. Acting as a sponsor, each SLT member is asked to engage with their senior leadership and wider teams within their School or Service area * to submit a nomination which relates to a significant project or piece of work, undertaken in the 2023 calendar year, which has required substantial effort and collaboration.

For this category, submissions will be judged by representatives from University Court with one winner from Professional Services and one winner from Schools being selected and recognised.

The introduction of this category provides us with an opportunity to test an alternative approach to recognition whilst also promoting inclusivity and ensuring great performance is recognised more widely. It is also an opportunity to showcase the work of each School/Service area more widely across the University, as well as to the University Court.

Application Process: Applications should be made via the MS Form and should include the names of all team members. The closing date is Thursday 18 April 2024.

Application Criteria: The selected achievement can relate to a specific project or initiative which has required a significant amount of effort and resource in 2023. It does not have to relate to one particular area of focus e.g. Learning and Teaching however, it should illustrate a notable positive impact either across the School/Service, the University or externally.

Applications should highlight the following:

- A positive impact on student or colleague experience for example workplace initiatives, improving systems/processes to increase efficiency, working with commercial enterprises or spin-out companies. This should include how the impact has been evidenced.
- Support a specific strategic/operational outcome(s).
- A collaborative approach, which involves contributions from teams or individuals across the School/Service and/or wider University.
- Alignment to our values.
- Dedication to making Edinburgh Napier University a better place to work through actions and contributions.

*For Professional Services areas where there is no Director, it is expected that the Heads of Service will lead the submission giving regular updates to the ULT/SLT sponsor.

Hints & Tips

Ideas for Engaging Teams

Although SLT-Led, we expect that School/Service leadership teams will be heavily involved in supporting wider team discussions about what piece of work should be selected.

There are a variety of methods for engaging teams in determining the nomination, not limited to the following:

- Convening a small working group with representation from different roles and grades across your School/Service to come up with some ideas.
- Create a Teams channel or circulate an email around all team members to encourage ideas and prompt discussion.
- Arranging a team vote to allow the most popular piece of work to be selected.

Start Early

- To allow time for planning and research, begin thinking about your team's submission well in advance. Consider what went well in 2023, what are you particularly proud of, what would you tell others about to showcase your School/Service.

Writing a Quality Submission

- Well-written submissions will illustrate the impact of the School/Service achievement. Engage the judges with a captivating introduction and clearly convey the impact that your team's achievement has had on the University or wider society paying particular attention to the student or colleague experience.
- Connect your team's piece of work to the award criteria and ensure you provide evidence in your submission.
- Align your submission to the University's values, how does what you have achieved support them.
- Consider using numbers, data, or quotes to evidence the impact of your team's achievement.

Some Additional Tips:

- **Keep it concise.** Write short jargon free sentences and give specific detail. Focus on actions, how did team members contribute, how did the team come together.
- **Answer the 'what' and 'how'**
  - WHAT did the team do?
  - What actions were undertaken and by who?
  - What did the team accomplish?
  - What are the specific benefits from these efforts?

- o HOW did the team do it?
    - How did the team come together?
    - How is the impact of the achievement measured?
    - How were the values demonstrated?
- **Be clear and specific.** Don't assume the panel will understand the specific nature of your achievement without full explanation. Be clear about what the team did and how it helps fulfil the University's vision.
- **Say it like it is.** Bulleted lists are fine where appropriate. Be sure to explain any technical details to help the panel understand and spell out/define any unfamiliar acronyms.
- **Use strong examples**. Anecdotes, quotations from colleagues or partners, specific numbers or statistics, etc. help strengthen your nomination. If appropriate, describe amount of time spent on this piece of work**.**
- **Review your nomination.** Verify the accuracy of all the information in the nomination.
- **Ask Questions -** Should you require any support or have any questions, please contact the Reward and Recognition Team (reward@napier.ac.uk) or your People Partner.

Determination of Winners: The winners in this category will be announced by University Court representatives at the all-colleague event on Friday 7 June 2024.

The Reward and Recognition Team would like to thank School and Service areas for their participation. We are very much looking forward to showcasing and celebrating your achievements and sharing them with the University Court judging panel.

Should you have any queries or require any further information please email reward@napier.ac.uk