

VALUES IN PRACTICE (VIP) AWARDS - GUIDELINES

Do you know an individual or team within the Professional Services staff community at LSE who has shown outstanding contribution or commitment to the School? If yes, then read on...

What are the Values in Practice (VIP) Awards?

At LSE, we recognise and value the contributions of Professional Services staff - they are essential to the LSE community and have a positive impact on our School.

The VIP Awards were set up to provide an opportunity to celebrate Professional Services staff who have shown outstanding contribution or commitment to the School and now it's your chance to celebrate such colleagues for the positive effect they have on you and others. Sounds like an individual or a team you know?

What's new for this year?

Last year we received a record number of nominations (200+ to give you an idea – that's double the amount from the previous year!) We've listened to your feedback and have redesigned the awards as follows:

- Added new categories (yes, that's **more** categories!)
- Aligned the awards to the School's [Effective Behaviors](#) and the [Ethics Code](#).

Who's eligible?

Being part of LSE means collaborating in lots of different ways. That's why any individual, team or leader can be nominated for an award, no matter where they are at our School. This means:

- All Professional Services staff; no restrictions on salary band; also includes those in Academic Departments and Research Centres
- No minimum services requirements
- Part-time staff, casual staff and staff on variable hours

Who can make the nomination?

Any LSE staff member can nominate an individual or team for a VIP award. An individual/team must be nominated by another LSE member of staff in order to be eligible for an award - self-nominations will not be accepted. Line managers are permitted to nominate their direct reports.

What's the nomination process?

1. Nominations must be made using the online nomination form available on the website [here](#) using a maximum of 300 words.
2. Fully completed nominations must be submitted by the deadline advertised on the website.
3. Nominations should be submitted directly to HR, you don't need to go through your Head of Department/Centres/Units/Division.

What's the judging process?

The awards will be chosen by a judging panel made up of a representative cross-section of staff and chaired by Joanne Hay, Deputy Chief Operating Officer. The panel reserves the right to:

- co-opt additional members as required.
- request additional evidence in support of a nomination or make any necessary enquires.
- decide not to make an award in any of the categories
- move an application into a different category of award
- award more than one award in any category

Is there an awards ceremony?

Yes! An Oscars-like (kind of!) awards event will be planned at a date advertised where nominated individuals will be invited to receive their awards. Do check the website [here](#) for further details.

What are the categories?

Browse the categories below for examples of each value in practice and find the right fit for your colleague. Nominations can be for something specific or for every day actions, no matter how big or small. Colleagues should meet at least two of the criteria noted in each category to be nominated.

INDIVIDUAL

1. Valuing People

My colleague makes me, and others, feel respected and appreciated at LSE.

- They help me, and others, achieve our potential - professionally and personally.
- They recognise my contribution and thank me and others for all that we do.
- At the heart of the team, they ensure that everyone understands the value of each other's input and that we celebrate our successes together.

2. Creative Innovator

My colleague is a creative innovator because they inspire me to think of the bigger picture.

- They are proactive and passionate about continuing to improve LSE, fostering an environment of creation and innovation where the exchange of views and opinions are actively encouraged.
- Committed to ongoing development, my colleague has the confidence to try new things, learn from mistakes and take responsibility when they need to.

- My colleague makes me feel that anything is possible at LSE.

3. Student Experience Ambassador

My colleague is an amazing ambassador because they are passionate about our educational environment and make the LSE experience the best it can be for all students.

- They recognise and support student needs, no matter how diverse, and everything they do helps to create an inclusive culture rooted in excellence.
- Enhancing experiences is their absolute priority and they are committed to working in genuine partnership with students to improve.
- They inspire and empower students in their own development, helping them achieve their full potential at LSE, both inside and outside of the classroom.

4. Equity, Diversity and Inclusion (EDI) Champion

My colleague is an EDI Champion because they are passionate about creating an LSE for everyone.

- They actively work to make our office more inclusive and welcoming workplace in their everyday goals and behaviour.
- Inspired to make a difference, my colleague consistently helps to improve staff equity, diversity and inclusion.
- They regularly engage with School initiatives relating to equity, diversity and inclusion and make me feel connected too.

WORKING TOGETHER

5. Outstanding Collegiality

I'm nominating my colleague because I love to work with them.

- They take the time to listen and engage with everyone to properly understand their needs.
- My colleague is always there to give advice, encouragement, support and help when it's needed, especially during periods of setbacks and change.
- They're always getting involved in School-wide activities and developments and often bring together different colleagues, students and/or external groups to make our community collaborative and dynamic.

6. Exceptional Team Member

My colleague is an absolute hero!

- We love having them on board because they make such a difference to our team, and they consistently provide exceptional support to other teams and/or students.
- They are someone I can always count on to take responsibility and do a great job.
- My colleague makes me feel valued and excited to be part of our team.

7. Working Together - Team of the Year

This team are collaborative, creative and constructive, working well together and with others.

- They often seek feedback, best practice and expertise from others, and create opportunities to join up other teams and initiatives around the School.
- They encourage new ways of thinking, forming networks to enable knowledge sharing and the development of new ideas.

- Mutual respect, open-mindedness, accountability and transparency are at the heart of what they do.

LSE LEADERS

8. Excellent Manager

My manager is my coach and my mentor.

- They encourage me to take ownership of projects and tasks to help me develop my skills, and to turn mistakes into learning opportunities.
- I feel empowered to take personal responsibility over my work, and my manager takes time to celebrate my success and give praise.
- They are transparent and consistent in their decision-making and inspire me to do my best every day.

9. Inspirational Leadership

This leader is inspirational because they make me feel proud to work in my department/division at LSE.

- They act with integrity, honesty and transparency in everything they do.
- They are a champion of collaboration across the School, and foster an inclusive environment which values equality of opportunity, respect and diversity.
- Most importantly, they are a positive role model who makes time to listen and encourages others.

10. Director's Award

This award is chosen by LSE's Director from the nominations received in all other categories to honour an outstanding member of staff who should be recognised for their contribution to our School.

Some additional notes:

- The decision of the judging panel and/or chair of the panel is final and absolute.
- The awards are not contractual nor do they form part of the School's formal contribution pay process.
- Receiving a nomination, being shortlisted or receiving an award does not provide any indication of the formal employment relationship or contract between the School and the individual. Individuals who are not employed by the School (such as contractors) are not eligible to be nominated for the awards.

If you have any further questions or comments about the VIP Awards, please contact Human Resources at hr.learning@lse.ac.uk.