

## VALUES IN PRACTICE 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 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 Values in Practice 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?

### 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 Values in Practice 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 200 words.
2. Fully completed nominations must be submitted by the deadline advertised on the website.
3. Nominations should be submitted directly to HR via the **online nomination form**, you do not need to go through your Head of Department/Centres/Units/Division.

## **What is the judging process?**

The awards will be chosen by a selection committee 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! This will be an in-person event and it will be presented by the COO and DCOO.

## **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.

### **5. Sustainability Champion**

**My colleague contributes to reducing our environmental impacts and creating a sustainable LSE.**

- They take active steps to reduce their own environmental impacts (e.g. printing less, using a reusable cup, and encourage others to do so in an engaging and inclusive way).
- They regularly engage with the School's sustainability initiatives and raise awareness of sustainability with colleagues and others (e.g. Students, suppliers)
- They create a sustainable LSE by embedding environmental sustainability in the delivery of their role, or supporting one of the 6 themes of the [Sustainability Strategic Plan](#) (Education, Research, Investment, Engagement and Leadership, Collaboration, Our School).

### **6. Research Support Advocate**

**My colleague is a research support advocate because they are passionate about creating the best environment for all to conduct research and innovation at LSE.**

- They enhance the experience of researchers, policy staff and academics through exceptional support for research.
- They work with others across the School to connect ideas and opportunities to unit research support.
- They inspire others to make LSE research inclusive, accessible and impactful.

## **WORKING TOGETHER**

### **7. 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.
- They support and promote staff wellbeing

### **8. 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.

### **9. Unsung Hero**

**My colleague consistently performs to an exceptional standard or goes above what is expected in their role, but whose work may not always be visible to many.**

- My colleague will go above and beyond to help another colleague/team.
- They will take on additional duties and will go the extra mile without seeking any credit or praise.
- They are always friendly and always appreciated to be around.
- The School wouldn't be the same without their contribution.
- This person works quietly and consistently delivers above expectations.
- My colleague focuses on the goals and collective, rather than on themselves.

### **10. The LSE Innovative project of the year (nominate a team)**

**This award is for a team, whose project demonstrated forward-thinking innovation that meaningfully improves the LSE community. It challenged norms, embraced creativity, and delivered impact through fresh ideas and inventive solutions.**

- The project introduced original approaches, tools, or methods that significantly enhanced processes, experiences or outcomes across the School.
- The project team experimented with new concepts and instituted stakeholder feedback to achieve sustainable, positive change. They are always friendly and always appreciated to be around.
- The project's outcome inspires others by showcasing what's possible, creating momentum for continuous improvement and a culture of innovation at LSE.

## **11. The LSE Trailblazer (nominate a team)**

**This award is for a project that didn't work out as planned, yet embodied boldness and creative ambition. Despite not achieving what it set out to do, this project's team pushed boundaries, learned from challenges, and demonstrated a commitment to improving LSE through experimentation, truly aligning with our motto- 'to understand the causes of things.'**

- The project pursued bold ideas with determination, taking thoughtful risks despite encountering obstacles along the way.
- The project team embraced setbacks as learning opportunities, openly reflecting on what worked, what didn't, and how future initiatives can be strengthened.
- The project team's perseverance and willingness to challenge the status quo inspires others to experiment, iterate, and innovate with courage.

## **12. 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**

### **13. 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.
- They support and promote staff wellbeing.

### **14. 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.
- They support and promote staff wellbeing

### **15. President and Vice Chancellor's Award**

This award is chosen by LSE's Vice Chancellor and President 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.
- The awards are aligned to the School's [Effective Behaviors](#) and the [Ethics Code](#).

If you have any further questions or comments about the Values in Practice Awards, please contact [hr.learning@lse.ac.uk](mailto:hr.learning@lse.ac.uk)