

Manager of the year



The manager of the year award is open to anyone working in payroll and/or pensions and will be presented to an individual that has shown exceptional contribution to their organisation through managing a team, project or process.

Judges will be looking for managers that have:

- Led a project that has benefitted their organisation through saving time, money or risk of financial penalties, and has implemented the project within agreed timescales of delivery, an example could be the implementation of a new system or service provider; **or**
- Made changes to procedures which have improved the service delivery and payroll/pensions function to internal or external clients; **or**
- Managed a team and improved overall performance through investment in training and development and/or improving morale within the team which has impacted the organisation as a whole

Name of nominee

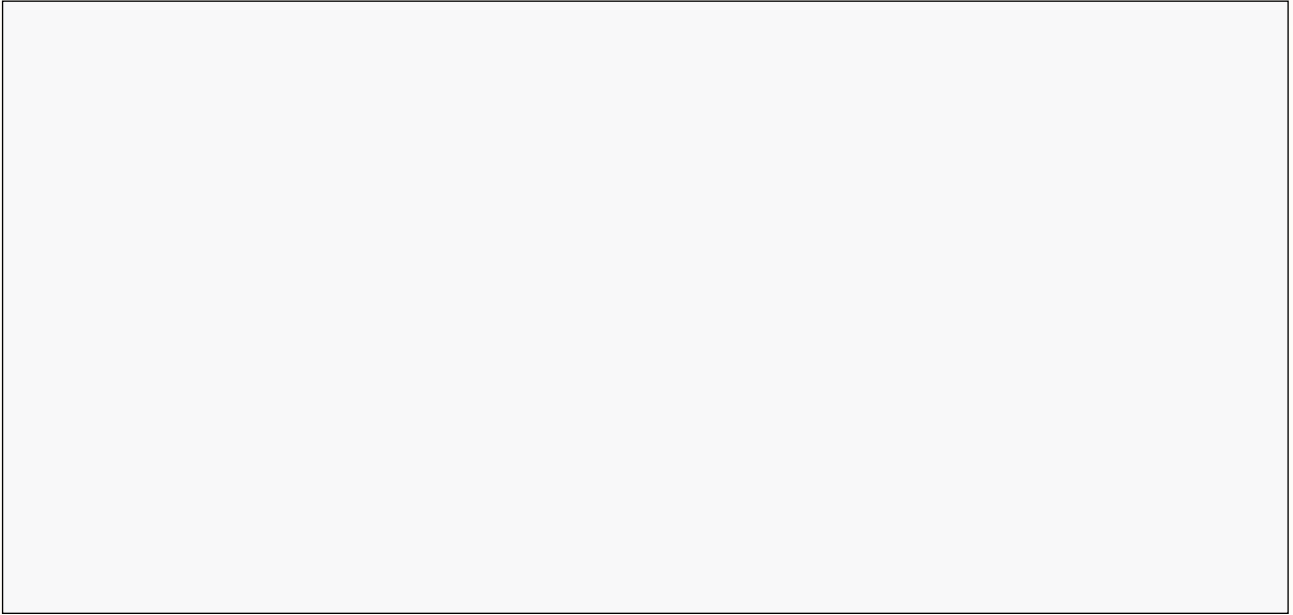
Name of nominator

Individual summary statement

- Briefly highlight why this individual should win, and where in the nomination the supporting evidence can be located
- This statement should be **no more than 250 words**

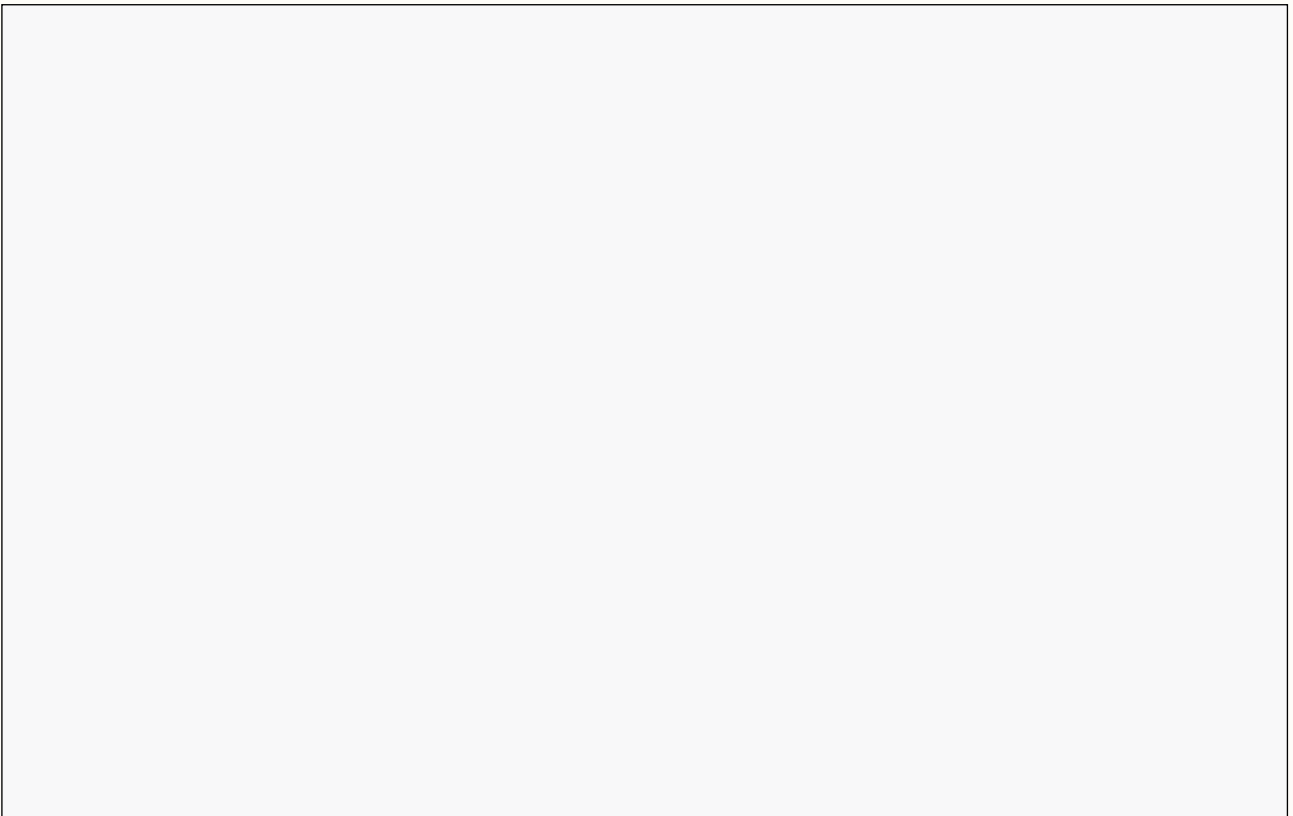
Evidence of personal and professional development

e.g. CPD log, appraisal documents, training and development logs



Evidence of improvements made to the employing organisation, including:

- How were things done before?
- What did the individual do to identify the need for change?
- What changes were introduced?
- How did this impact the employing organisation? E.g. were any savings made? Did the organisation win new business as a result, etc?



Testimonials:

- Testimonials should be from a direct line report (if applicable), a colleague at the same level within the organisation (if applicable) and the individual's line manager
- Testimonials must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial
- The maximum number of testimonials for this nomination is three

NOMINATIONS WILL CLOSE ON **31 JULY 2015**, TEMPLATES FOR EACH AWARD ARE AVAILABLE AT WWW.PAYROLLAWARDS.ORG.UK OR YOU CAN EMAIL INFO@CIPP.ORG.UK. ALL NOMINATIONS CAN BE RECEIVED ELECTRONICALLY.

Alternatively, if you are submitting your nomination via post, please ensure that you include eight copies of everything in your nomination.

Nomination Rules

The following rules should be followed for all submissions to ensure that your nomination is accepted by the awards judges.

1. The criteria must be met. Templates for each award are available online at **www.payrollawards.org.uk** and must be used. Any nomination that is received which does not follow this template and meet the required criteria will not be submitted for judging
2. Testimonials supporting the nomination must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial. The maximum number of testimonials for each of the awards is three
3. Summary statements for each award should not exceed 250 words and should provide an overview of "why this nomination should win"
4. You can, and should, self nominate. If you don't shout about your success how can you expect others to?
5. CIPP staff members, and members of the CIPP board of trustees, can not be nominated. Any nomination received for a member of the CIPP staff and/or board will be disregarded
6. CIPP tutors, as long as they are not members of the board, can be nominated
7. Awards judges and/or their employing organisations can be nominated. If a nomination is received for one of the judges they will not be permitted to judge for that category, nor will they see the other nominations. The CIPP representative facilitating the judging will ask the individual to leave the room while judging for that award takes place
8. All judges will be required to declare any conflict of interest prior to the judging taking place, and will be asked to leave the judging panel for any award that it is felt they will not judge fairly. The CIPP representative facilitating the judging will ensure that this is the case and that all awards are judged based on the nomination in front of them and without bias
9. The closing date for nominations is **Friday 31 July 2015**
10. Short-listed nominees will be contacted prior to the awards ceremony, however, winners will not be notified before the event on 8 October 2015
11. Nominations can not be withdrawn after the judging has taken place. **The judges decision is final and will not be changed after the judging day in August 2015**

Please sign below to confirm that you have read and will abide by the above rules for nominations.

Please tick this box if submitting this form electronically

By ticking this box you are 'signing' this document and are confirming that the information provided is accurate and that you have read and agree to the above nomination rules

Date: