**APPLICATION for ACE point**

**PROFESSIONAL SERVICES STAFF**

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| **Name:** | **P no:** | **Full-time/Part-time\*** *delete not applicable* |
| **Faculty/Directorate:** | **Dept:** |
| **Job Title:** |
| **Grade:** | **Spine point number** *(if known)***:**  |
| **Indicate below what type of ACE you are applying for:** |
| Permanent increment | YES NO |
| One-off increment | YES NO |
| Accelerated increment within normal scale | YES NO |
| **Signed:** | **Dated:** |

ACE points are intended to recognise achievement, contribution and excellence above and beyond what is normally expected of the grade.

Please use this application to explain with specific examples how you have made an exceptional contribution; and, if you are applying for a permanent increment, over what period you have made this contribution.

Applications are considered in relation to the following broad criteria:

* Achievement and impact
* Motivation and Teamwork
* Service to colleagues/students/customers
* Continuous improvement
* Good citizenship and acting as a role model for others
* Personal/professional development which enhances individual or team effectiveness
* Leadership/encouraging/coaching or mentoring others (where appropriate to the role)

In particular you might wish to identify the impact of your contribution to the successful achievement of Department/Directorate/University objectives.

**Please note that it is not necessary to provide evidence under every section: focus on your key contributions.**

Once completed this form will be forwarded to HR by your faculty/directorate for consideration by a University-wide panel. For further details, please see:

<https://www.brookes.ac.uk/human-resources/working-here/pay-and-grading/achievement-contribution-and-excellence-ace-scheme/>

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| **1. Achievement and impact***Success in meeting and exceeding objectives and responsibilities within agreed timescales. Exceptional achievements and consistently high quality of work. Evidence of having made a sustained contribution to the University over and above that normally expected of the role.*  |
| **2. Motivation / role model / teamwork** *Evidence of commitment and flexibility in contributing to university objectives, and of a desire to succeed. Positive and enthusiastic approach to the work of the post, faculty/directorate and University. Demonstrating a professional and positive attitude to work and providing a role model for others.**Willingness to work effectively with others and in doing so to make improvements to the service provided. Evidence of contribution to the success of the team.*  |
| **3. Service to customers / colleagues / students***Exceptional contribution to the delivery of the unit’s services to others (e.g. academic and support staff, students, etc.) thereby assisting them to achieve their objectives/goals. Evidence of being willing to take ownership to resolve problems and of being trusted and respected by others to get things done.*  |
| **4. Continuous improvement***Evidence of success in finding effective new ways of performing the role and contributing to the improvement of the performance of the department/faculty/directorate as a whole.*  |
| **5.Personal / professional development***Engagement in relevant personal or professional development activities leading* *to enhanced skills and competencies. Evidence of the benefit of**these development activities to the individual in their role and/or the faculty/directorate/University.* |
| **6. Leadership / encouraging others (where appropriate to the role)***Generates enthusiasm and commitment from other team members. Where appropriate, provides clear direction and focus for others on tasks and projects. Earns respect and loyalty from others through effective leadership skills.* |

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| **Line manager (complete in full)** |
| **I confirm that the evidence contained in this application is accurate**. | YES/NO(please delete as appropriate) |
| **I confirm that the applicant has achieved their objectives.** | YES/NO(please delete as appropriate) |
| **Please explain (with evidence relating to the criteria) whether you consider this individual’s contribution is exceptional and/or sustained and whether or not you give your support for an award of an ACE point.** |
| **If the employee has been at the top of the automatic incremental progression points for a year or more and has changed post in the last year, without a change of spine point, please comment on the extent to which the new post is similar to the old post, allowing the level of contribution to be maintained.** |
| **Recommended for award of ACE point**: | YES/NO (please delete as appropriate)  |
| **Signature:****Line manager’s name**: (please print) | Date: |
| **PVC Dean/Director (complete in full)** |
| **Please explain (with evidence relating to the criteria) whether you consider this individual’s contribution is exceptional and/or sustained and whether or not you give your support for an award of an ACE point.** |
| **Recommended for award of ACE point**: | YES/NO (please delete as appropriate)  |
| **Signature:****PVC Dean/Director’s name: (please print):****:** | Date: |

Once this form is fully completed, please forward to hrcommittees@brookes.ac.uk for consideration by independent panel.