**NDCN Department Award for Leadership Application Form (2025)**

***Please see guidance notes below***

*Please send the completed form to* [*hodoffice@ndcn.ox.ac.uk*](mailto:hodoffice@ndcn.ox.ac.uk)

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| --- | --- |
| Name of Nominee: | Job Title: |
| Name(s) of Proposer(s) (if different): | Job Title(s): |
| Nominee’s role in the Department (<200 words): | |
| Nominee’s exceptional contribution to Leadership in the Department | |
| Signed by the proposer(s): | Date: |
| Signed by the Nominee | Date: |
| Signed by the supervisor/line manager\*: | Date: |

\* Required only if application is a self-nomination

***Guidance notes***

NDCN invites **either** nominations from supervisors/line managers **or** applications from individual members of the Department or groups for the Award for Leadership. The prize will recognise a member of/members of, or group in, the Department who has/have made an exceptional contribution to leadership in the Department in 2024.

Nominations or applications should be submitted, using the application form by the closing date of **5pm** on **Friday 23 May 2025,** to the HoD Office – [hodoffice@ndcn.ox.ac.uk](mailto:hodoffice@ndcn.ox.ac.uk)

Assessment Criteria

Applications will be assessed by members of the People & Culture Committee against the following criterion:

* Evidence of the impact the individual’s leadership has made to the local or departmental culture.

Eligibility Criteria

The nominee should:

* Be an employee of NDCN
* Have made substantial contribution to the local or departmental culture during 2024

NB Two prizes will be awarded, one for someone at Grade 8 or below and one at Grade 9 or higher.

**The recipients will receive £250 and a certificate, to be awarded at Thomas Willis Day.**