**The ISE Universities Steering Group – Guiding Principles**

Why are Universities important to ISE?

• All university members (currently 97 HEIs representing about 14% of ISE membership) have a strong interest in the work of ISE through access to graduate labour market intelligence and employer-university networks, events and insight.

• The ISE must continue to build and evolve its services to meet the needs of current university members and ensure such services are representative of the wider university membership, given there are a number of mission groups.

• All universities are developing strategies to maximise student success (and in particular “progression” – or graduate outcomes) driven through both internal aspirations to improve, and through external drivers to demonstrate quality e.g. OfS B3 Conditions of Registration, Access and Participation Plans, Teaching Excellence Framework (TEF) and league table positioning.

• ISE is uniquely positioned to bring together ‘under one roof’ a mix of key stakeholder groups: employers, educational institutions/ training providers, schools and suppliers to drive innovation, thought leadership and deliver services that are mutually beneficial.

Why do we need this Steering Group?

To achieve ISE ambitions for University members, the Steering Group can (a) support ISE to shape plans in terms of services for Universities that are representative, relevant and timely, and (b) help, with the support of the ISE’s core team, bringing ISE plans to life through e.g. research, events and forums for existing and new University members.

Guiding Principles

The ISE Universities Steering Group supports the continuous improvement of the ISE’s services to universities through activities, such as (noting these are indicative and not prescriptive):

* ensuring the ISE has a coherent, relevant and timely offer in place for university members and to support awareness raising of such services through our own networks
* ensuring EDI and social mobility are core in delivery plans
* ensuring career development theory and the career decision journey students are on is understood
* noting and sharing innovations and best practice and providing a forum to come together, share and overcome challenges
* ensuring university members have a voice (e.g. including through wider informal networks, surveys), and that this is representative, acknowledged and reflected in ISE service provision
* providing input into ISE strategy, wider developments and consultations and through university member engagement and representation in networks, events and other fora
* acknowledging and working with the wider employer base that University members routinely engage with, including SMEs
* providing an opportunity for individuals to discuss and challenge, and share best practice, on common themes and challenges, including feedback on ISE services (e.g. events)
* identifying common themes for more focussed ISE support, discussion and/or awareness raising amongst the wider ISE membership (e.g. EDI, career development theory, student journey, embedding employers in curriculum delivery, connecting employers with curriculum design)
* being consulted on an ad hoc basis as required by ISE

Time commitment

• Over 12 months a typical commitment of 2 hours a month: a mix of ‘doing’ and our bi-monthly meetings (in some months there will be no meetings, instead a focus on ‘doing’).

• Small temporarily sub groups may be formed to focus on key areas of focus.

Membership

Members have a unique opportunity to:

• Accelerate their personal knowledge and insight around ISE and employer-engagement work (and so help you and your university benefit)

• Build their network across universities and within the broader early careers industry

• Play an active role in shaping the services to ISE university members – what ISE can and should do, as well as what it should not do, where there may be ‘replication’ and/ or ‘cold spots’ with other professional bodies e.g. AGCAS

• Be recognised for your contribution to the ISE and the early careers community

We need a breadth and balance of members that represent a broad range of universities including mission groups and regions and we need our group to also have representation from under-represented groups.

What that ‘doing’ outside of meetings might looks like

Here are some examples of what activities beyond the attendance of meetings could involve:

• helping to build / curate useful content hosted on the ISE website for university members

• speaking to people in your network to gain feedback and encourage them to become members and / or attend events

• taking part in the creating of some of the events ISE run (be they face to face, podcasts, and webinars)

• sharing knowledge through (non-sensitive) research, data and experience

• helping to create and support member collaboration on key challenges employers and universities face

• feeding into any ISE government policy positions, consultations and statements as required

Size of Group

The group should be no more than 20 university members, (plus Chair, plus ISE representative) (possible 22 maximum) but allowing for representation from different mission groups, sizes of service, geographical distribution, roles and levels of experience.

Rotation

Like ISE Board Directors, members would usually have a term of 3 years and the group membership will be reviewed annually noting that a balance needs to be struck between a) stability and continuity and b) providing the 100+ member universities a chance to be part of the group. On occasion, and in line with agenda topics, other staff may be asked to attend the ISE Universities Steering Group meetings.

Vacancies

Where there is a vacancy, an expression of interest to ISE University members will be sought. This should be through a paragraph (250 words max) outlining their interest and what they would bring to the group. Where there are multiple expressions of interests, the Chair and ISE representative will make a decision based on the submission and taking into account existing University representation and term on the group.

Quorum and Substitutions

The quorum for meetings of UIG shall be one-third (7) of the current total membership of the Group (22). Members should make every effort to be in attendance, and substituting other colleagues should only take place by exception and should not be a regular occurrence. This is to ensure continuity and consistency.

Reporting

The group will report to the Board as required, through the Universities Steering Group chair and Board Director for Membership (Education), Dr Steve Gaskin.

Current Members (as at June 25)

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| Name | University | Role |
| Steve Gaskin (Chair) | University of Plymouth | Academic Registry Associate Director (Student Support and Experience) |
| Sarah Hathaway | ISE representative | Joint CEO |
| Jade Smithson-Perring | University of Cardiff | Employer Engagement Manager |
| Andrew Wright | Kings College London | Senior Associate Director (Careers and Employability) |
| Lucy Everett | University of Edinburgh | Employer Engagement Manager, Careers Service |
| Tracey Hill | University of Sheffield | Employer Engagement Manager |
| Ellen Cocking | Open University | Head of Careers and Employability Service |
| Judith Baines | QMUL | Head of Careers and Enterprise Service |
| Jane Campbell | University of Leeds | Head of Student Careers |
| Gillian O’Brien | University of Liverpool | Employer Engagement Manager |
| Olivia Trodden | University of Kingston | Placements and Partnerships Manager |
| Gianina Harvey-Brewin | University of Greenwich | Associate Director, Employability and Apprenticeships |
| Rob Taffinder | University of Bristol | Assistant Director Careers Service (External Engagement & Student Enterprise) |