

JOB DESCRIPTION

Job Title	Director, Commercial, Finance & Legal		
Reports to	Associate Dean, Executive Education		
Department	Executive Education		
Job Family	Business Services	Level	5

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Executive Education department designs and delivers an extensive portfolio of blended open enrolment programmes and custom programmes in online, in person and hybrid formats for ambitious corporations who are transforming their business and investing in their people. Annually, over 8,000 participants attend executive programmes that are taught by many of the world's leading business thinkers. The Executive Education department generates a significant proportion of London Business School's revenues and is central to the School's strategy.

Job Purpose

The purpose of this role is to lead an engaged and high performing team that provides support to the Executive Education business on the following:

- all legal and contractual matters
- all finance and commercial finance matters

The job holder works in collaboration with the School Finance team.

As a senior member of Executive Education, the job holder may represent and/or lead cross School initiatives, committees, etc.

Key areas of accountability:

Strategy and Planning

- Contribute to the development of a strategy for Executive Education and own function to enable the realisation of the London Business School vision.
- Develop and lead the implementation of an annual plans for Executive Education and own function to support the achievement of Executive Education and the School's strategy and goals.
- Co-define Key Performance Indicators to measure success for Executive Education and support the assessment of the quality and efficiency of service delivery from own function.
- Communicate the School's, Executive Education's and own function's strategy and annual plan throughout Executive Education and wider School, ensuring high levels of awareness and engagement.
- Lead on specific strategic initiatives that are relevant to Executive Education and/or cross School business operations.
- Lead on financial updates to the Executive Education Sub-Committee of Management Board.

Partnering and Service Delivery

- Partner with relevant areas both within Executive Education and cross-School to understand their strategic goals and provide subject matter expertise to support and facilitate effective decision-making.
- Provide technical guidance and recommendations as a subject matter expert in order to support the resolution of the most complex issues from all stakeholders, and develop precedents to improve service delivery within own specialist area.
- Provide professional advice and guidance to senior management, sharing expertise and information to support effective decision-making.

Analysis and Reporting

- Analyse key themes from a wide range of data sources to identify issues and how different scenarios may impact upon London Business School and the delivery of its services.
- Produce reports, or oversee the production of reports in own area of specialism, to be used by senior management in the decision-making process.

Compliance

- Ensure compliance of Executive Education colleagues with all external and internal (School and Executive Education) policies and regulations.
- Anticipate and identify potential compliance risks and oversee risk management, and resolution.
- Lead the creation of policies and procedures for your function and help embed them across the School (where appropriate).
- Quality-assure the drafting of key policy documents to ensure full compliance with internal/external rules, regulations and legislation governing the delivery of business services and/or business/academic education.

Supplier/Contractor Management

- Manage the tendering process to select contracts for the delivery of services, and provide ongoing oversight to, and engagement with large suppliers/contractors to ensure the School gets maximum value for money.

Collaboration and Relationship Management

- Develop and manage ongoing relationships with key stakeholders to identify and deliver solutions that benefit all parties across London Business School and in Executive Education.
- Establish networks across peer groups and outside of London Business School to gather and share information to ensure that professional services are delivered in line with industry best practice.
- Take the lead on and/or represent Executive Education in cross-departmental initiatives to enable London Business School to better meet its strategic goals.

Project Management

- May manage projects in own area of specialism, or contribute to cross-School projects, providing subject matter expertise to help achieve projects objectives.
- Provide subject matter expertise to strategic, complex and/or high-impact projects to support their successful delivery.

Financial & Legal Management

- Define the legal and commercial framework for Executive Education and ensure it is updated regularly, supporting the competitiveness of the business.
- Disseminate the legal and commercial frameworks to all relevant parties ensuring it is followed and exceptions are tracked.
- Collaborate with the School's Finance team to develop and agree budgets for Executive Education, manage and monitor outcomes to ensure that resources are appropriately deployed and ensure that financial targets are met.
- Work with the School's lawyers whenever required to resolve any legal matters
- Lead the control of relevant budgets to ensure well planned, value for money and cost control.

Process Improvement

- Use management information to recommend new/enhanced policies to support business improvement.
- Contribute to the development of new/enhanced policies, processes, solutions and systems, and lead on the implementation of improvements in your function.

People Management

- Design and build your teams to achieve the vision, strategic and operational priorities of the School and Executive Education.
- Define and communicate a vision for your function and inspire, engage and motivate your team and wider School to achieve it.
- Develop and set the culture for your team, in line with School values. Ensure a positive working environment and high levels of engagement and performance.

- Coach, support and motivate your team to high performance and achievement of KPIs.
- Define and address your teams' talent development needs to achieve a high performing team. Mentor and develop your team to ensure they have the right capabilities to succeed.
- Ensure your function is aware of and complies with all relevant policies and procedures.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, develop and communicate plans to ensure change is successfully implemented within own division/ department.
- Partner with the business to identify opportunities for positive, service enhancing change, and develop strategies to ensure the change is successfully implemented and the benefits are realised.

KPIs:

- Well defined, clearly communicated and executed strategies and/or plans for area of work.
- Trusted adviser relationships developed with key stakeholders.
- Excellent stakeholder feedback.
- Development of high-quality, simple and easy to use policies and processes that are embedded and followed by all relevant parties.
- Smooth operation of reporting cycle in own area producing highly-accurate data which informs decision making.
- Contribution to cross-School initiatives.
- Projects delivered on time, to budget and to quality standards.
- Accurate budgets developed, no overspend and value for money demonstrated.
- Contribution to continuous improvement in School rankings.
- High-quality work delivered by contractors and agencies.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Proven financial management skills and commercial acumen.
- Professional qualification or equivalent experience.
- Excellent communicating and influencing skills, with the ability to negotiate, collaborate and influence.
- Experience of managing internal relationships at all levels.
- Experienced and building and leading high performing teams.
- Demonstrable credibility and a network of contacts in area of expertise.
- Subject matter expert in legislation, policies, tools or systems applicable to own area of specialism.
- Project or change management certification and experience in leading and implementing complex business change solutions.
- Broad understanding of each of London Business School's activities and offerings.
- Ability to scan the horizon, identify industry best practice and translate this into future planning for own area of specialism.

Resources including team management

- Legal team
- Commercial Finance team

Staff	5
Budgets	
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