

JOB DESCRIPTION

Job Title	Associate Director, Employer Engagement		
Reports to	Executive Director, Career Centre		
Department	Career Centre		
Job Family	Relationships	Level	5

About the School

At London Business School we have a profound impact on the way the world does business. 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 Career Centre is part of Degree Education, which provides world-class and diverse business students with a world-class management education in a world-class environment. The Career Centre team empowers all degree students and alumni, from graduate Masters to highly experienced employed executives, to secure world-class employment and entrepreneurial opportunities around the globe.

The role of the Career Centre is also to market student and alumni talent to employers, to provide students and alumni with insights into opportunities and the labour market, to coach and develop students and alumni to enable them to convert opportunities into jobs, and to optimise the relationship between our community and employers.

Career Centre comprises the following teams:

- Employer Engagement
- Career Management
- Design & Analytics
- Alumni Career Centre

The Employer Engagement Team consists of four sector teams (Consulting, Diversified, Finance and Technology) who each focus on building a pipeline of effective relationships with relevant companies to secure career opportunities, as well as providing insights into the labour market and the future world of work for students, alumni, colleagues and senior leadership. We welcome over 200 companies to campus each year through a variety of events and also advertise over 4500 jobs on our job board. The team also regularly meets with students to help them understand and explore career paths across different sectors, as well as running events and workshops to support their development.

Job Purpose

As the Associate Director, Employer Engagement, you will:

- Work collaboratively across the wider Career Centre team, other internal departments and the Student Association to ensure that employer engagement activity is aligned with the broader vision and mission of the team and School
- Review and align the overall Employer Engagement strategy to meet the needs of students and alumni across all experience levels and deliver market-leading opportunities and insights
- Manage a world class Employer Engagement team that ensures LBS' brand, activities and outcomes are competitive against other top tier business schools
- Oversee the development of the international engagement strategy and dotted line manage a business development headcount in Dubai specifically
- Collaborate closely with the Career Management and Design & Analytics teams to offer a suite of relevant and timely employer insight events, resources and advisory services to students
- Build robust expertise in the UK and international labour market, developing and sharing insights into future skills and recruitment trends, via networking, industry engagement and peer bench-marking
- As a member of the Career Centre Leadership team, attend meetings and lead on/project manage cross-team initiatives and events in support of strategic objectives and core business activity
- Support relevant committees, boards and projects across the school to raise the profile of the Career Centre

Key Areas of accountability and Key Performance Indicators (KPIs)

Strategy and Planning

- Develop an annual employer engagement strategy in collaboration with the Sector teams that is continually reviewed to reflect current labour market realities and student aspirations, and which aligns with the Career Centre, Degree Education and School corporate plans
- Define Key Performance Indicators to support the assessment of the quality and impact of employer activity and insights, and which contributes to the Degree Education KPI of engagement with 90% of aspirational employers
- Partner with Programme Leads and coaches to ensure employer engagement needs of students across all programmes are met and that the team is contributing as appropriate to Career Management activities
- Support the Events & Operations team through line management of the Senior Events Manager to ensure a world-class annual recruitment schedule of on-campus and flagship sector events is planned and executed
- Oversee a sector advisory service for students that is continuously reviewed; ensure sector leads deliver appropriate levels and quality of coaching
- Support with tracking of student performance/outcomes
- Develop appropriate marketing collateral to support employer engagement activities (e.g., Recruiter Guide, newsletters, CV books) and supervise creation and update of relevant digital content and resources across all platforms
- Oversee recruitment and retention of both a contractor and volunteer pool of sector and regional experts in priority areas to address gaps or areas of high need within the sector teams

Relationship Management

- Develop own network of appropriate recruiter/employer/industry/peer relationships and share labour market insights regularly, including at critical flagship events (e.g., Recruiter Forum)
- Travel to priority regions as needed to meet with contacts and action global business development plans

- Ensure partnership with the Student Association ExCo, plus professional and regional student Clubs, to support knowledge-sharing and collaboration
- Represent the Department at key School and industry events, such as conferences and orientation/reunion events

Product/Proposition/Technical Knowledge

- Work closely with Design & Analytics Team to deliver evidence-led and timely employer insights to internal and external audiences
- Bench-mark LBS offering and employment outcomes against peer schools and build network of peer school colleagues to support best-practice sharing

People Management

- Line-manage sector heads: understanding sector needs, supporting new initiatives and strategy development and delegating Career Centre-wide project work as appropriate
- Line-manage Senior Events & Operations Manager to ensure team delivers world-class events and operations
- Ensure all team members are familiar with and implement best practice principles of business development and account management, and collaborate effectively to ensure cross-sector initiatives are well-managed
- Support performance and professional development across the entire team, resolving any internal issues and acting as an ongoing mentor/thought partner for team members

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation. Function as bridge for feeding information across the department.

Collaboration and Stakeholder Management

- Lead cross-school collaboration on corporate engagement topics and activities, with e.g., Advancement, Executive Education, and serve on committees/working groups as relevant
- Support Recruitment & Admissions team with student attraction and selection as needed
- Liaise across Career Centre to prepare complex reports to inform review, planning and decision-making and share with relevant cross-School teams.
- Contribute to broader school KPIs on global priorities and corporate relationships

Financial Management

- Oversee the forecast and co-ordination of financial planning and reporting for Employer Engagement, providing guidance as required to support colleagues to fulfil financial management responsibilities.

KPIs

- Delivery of high quality and clearly communicated employer engagement strategy
- Market-leading employment outcomes for all ranked Perks (aspirational target of 90% offer accepted across the board)
- Volume and quality of employer relationships, with 90% of aspirational employers engaged annually (tracked to student aspiration data)
- Volume and quality of networking opportunities, job postings and employer insights generated for students and alumni across all sectors, programme levels and in all priority geographies
- Trusted advisor relationships with Sector Heads, programme leads and other relevant stakeholders
- Positive feedback from students, colleagues and stakeholders
- Quality of recommendations and input into wider strategic and operational planning.

Knowledge /Qualifications/Skills/Experience required

Required

- Bachelor's degree or equivalent experience
- Professional leadership experience, ideally with experience of line-managing a high-performing team of expert contributors
- Experience of leading delivery within a complex organisation with multiple competing demands
- Strong influencing and stakeholder management skills, able to influence other senior leaders
- Outstanding interpersonal and relationship building skills with internal and external clients, suppliers and contributors; confident presenter
- Strong analytical skills and high level of comfort in interpreting market trends and using data to drive results
- Extensive knowledge of the graduate and professional recruitment market, including trends and best practices.

Desirable

- Relevant professional experience in talent management, business development/account management, or professional services preferred
- Experience of working in a multicultural environment; sensitivity to employment differences between the UK and elsewhere; experience of key geographies that our students recruit into
- MBA qualification
- Coaching experience

Other

The role requires working from our London campus two days per week at a minimum, with an expectation to be present on campus more frequently during peak delivery periods (Aug to Oct, Jan to Mar).

Date Updated

February 2026