

JOB DESCRIPTION

Job Title	Executive Director – Recruitment & Admissions		
Reports to	Associate Dean		
Department	Degree Education		
Job Family	Overarching	Level	6

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 Degree Education department plays a vital role in the success of London Business School. We are responsible for designing, promoting and delivering the school's portfolio of twelve-degree programmes in London, Dubai, New York and Hong Kong. Delivering world-class global programmes is at the heart of what we do, whilst ensuring that we maintain a commercial perspective.

As a department we play a critical role in attracting exceptional candidates from all over the world. In addition, both when our students embark on their learning journey and when they become alumni, the Career Centre team, liaising closely with employers, works hand in hand to help them secure internship and full-time positions.

Job Purpose

This senior management position within Degree Education involves working closely with and supporting the Associate Dean in the overall department objectives, leading the student recruitment and admissions activities, managing approx. 60 people and liaising with key school stakeholders (Marketing, Faculty, Advancement) to engage them in supporting the recruitment and conversion activities. Reporting to the Associate Dean of Degree Education, you will be responsible for the on-going leadership of the recruitment and admissions teams, will be accountable for the strategic review, development, planning and execution of acquisition activities, and the delivery to target of exceptional and diverse classes.

As a member of the Degree Education leadership team, you are collaborative and driven to support a culture where there is a constant quest for improvement and change, and you are a role model to all staff and students.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Lead the Recruitment and Admissions teams, developing and implementing their strategic and operational plans to achieve the London Business School strategic goals and objectives.
- Develop and agree Key Performance Indicators for the division, driving performance and taking actions to ensure targets, objectives and standards are met or exceeded.
- Participate as a senior leader, representing the department, to influence the strategic direction of the school.
- Communicate strategic plan throughout your division/department, ensuring high levels of awareness and engagement.

School Performance

- Drive the achievement of division /department and School-wide targets, initiatives and/or projects/programme.
- Anticipate and identify strategic business needs, issues and business drivers and lead the development and implementation of new/enhances systems, processes and policies to enable the school to achieve its strategic and operational objectives.

Divisional/Departmental Leadership

- Lead the division/department to achieve strategic and operational objectives ensuring resources are aligned and appropriately deployed.
- Anticipate and identify all potential business risks and oversee risk management, compliance and governance.
- Develop and agree budgets for the division, manage and monitor outcomes to ensure that resources are appropriately deployed and ensure that financial targets are met.

Enabling Collaboration

- Act as programme/project sponsor and provide oversight to a portfolio of programmes/projects across the school, identifying interdependencies and opportunities to join up initiatives for the overall benefit of the school.
- Proactively encourage teams to collaborate across departments, to maximise School performance opportunities.

External Visibility

- Represent the School as required to a wide range of external audiences and stakeholders, proactively promoting the school, its programmes and opportunities.

Specialist Advice

- Provide departmental expertise and guidance to senior internal/external stakeholders to support them in the achievement of their strategic /operational goals.

People Management

- As a confident and experienced people manager, you will lead professionally your team of 60 staff in London and Dubai and contribute to the overall leadership and management of the 220 staff within Degree Education.

Change Management

- Champion change across the school by acting as a sponsor for change programmes, and by modelling the behaviour expected from all colleagues, to win hearts and minds and gain overall organisational buy-in to the change.

KPIs:

- You will recruit and admit high quality and diverse classes each year at the numbers agreed during annual planning process (more than 1500 students per year)
- You will be regarded by your team and your peers as a strong and compassionate people manager
- Development, buy-in and achievement of strategy to support the delivery of London Business School objectives and department strategy
- Expert contributor to management decision-making.
- Continual innovation in School-wide /departmental improvements.
- Service excellence performance levels for the department.
- Sound commercial management and demonstrable return on investment for budgets managed.
- Achievement of cross-departmental projects and change initiatives.
- Development and successful deployment of new/enhanced systems, processes and policies that are aligned to strategic objectives.
- Effective risk-management for department/division/School.
- Implementation of School-wide standards, policies and processes.
- Development and achievement of KPIs that promote high-quality service delivery across the department.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Experience of leading on world-class recruitment and admissions activities
- Experience of managing internal relationships at the most senior levels.
- Strong influencing and stakeholder management skills, able to influence other senior leaders.
- Deep knowledge of the industry and the relevant external environment (legislative, regulatory, best practice standards etc.).
- Experience of leading organisation wide business change programmes.
- Strong commercial acumen.
- Ability to maintain a strong connection between diverse departments.
- Experience of leading delivery within a complex organisation with multiple competing demands.
- Experienced people manager with experience of leading a multi-disciplined workforce.