

JOB DESCRIPTION

Job Title	Senior Rankings and Project Manager (FT)		
Reports to	Director, Strategic Planning		
Department	Deputy Dean's Office		
Job Family	Business Services	Level	4

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. Departments work hard to ensure that we are continually delivering an outstanding student experience and academic excellence.

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 programmes for the business leaders of the future, we run open and customised executive programmes for professionals and corporate clients, which help leaders identify the future focus and strategic direction of their businesses.

We draw from London's 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

Reporting to the Deputy Dean, Degree Education, is the Strategic Planning Team comprising: Director of Strategic Planning (Team Lead/Line Manager), Director of Strategic Projects (0.4 FTE) and Senior Rankings and Project Manager.

The Deputy Dean's remit encompasses Degree Education, Digital Learning and Quality Assurance. The Strategic Planning Team is responsible for departmental strategic planning for the Deputy Dean's office and Degree Education as well as project leadership and support on a range of projects that sit with the Deputy Dean, across areas within the Deputy Dean's remit or which sit in one of the areas above but have a specific academic focus, as well as market research and insights.

Job Purpose

The purpose of this role is to support the Director of Strategic Planning and Deputy Dean, in all aspects of departmental projects, both strategic and tactical and assist with ad-hoc requests. The role-holder will also work closely with the Associate Dean, Degree Education on rankings of all degree programmes. The role will also serve as a liaison with the newly formed central Strategy and Planning Team, collaborating closely with the Senior Manager. Working across the School, the role-holder will need to be comfortable working with senior stakeholders and faculty.

Rankings

- Be the go-to person for everything to do with Degree Education Rankings at LBS, understanding the rankings in which we participate, managing external relationships with ranking organisations and peers at other schools and internal relationships with rankings stakeholders and contributors.
- Ensure data submission, active participation, meeting of response thresholds, and top-ten ranking in each of the Degree Education annual rankings identified as key to the success of degree education at LBS
- Collate, optimise, sense check and approve all data submissions; analyse and communicate the data and findings after each ranking, adding any actions or areas for further work to the rolling rankings action plan
- Perform rankings analysis for all Degree Education rankings (comparisons over time and against peers) and create reports and presentations as required for DE and School leadership, students and alumni
- Create, own, revise and communicate a Degree-Education rankings masterplan and timetable with details of all Degree Education rankings activity, including data collection, review and submission deadlines as well as survey and communication dates for students, alumni, staff, faculty and boards
- Create, own, revise and communicate a Degree-Education Rankings rolling continuous improvement action-plan with details of all annual steps required to collate and optimise rankings data, any areas of focus, and any longer-term reviews required to ensure long-term rankings success
- Lead any meetings or committees necessary to support participation in all Degree Education rankings and partake in any broader cross-school or strategic rankings governance
- Collaborate closely with the Senior Manager Projects and Rankings Strategy from the Strategy and Planning Department to ensure a joined-up approach to rankings governance, analysis, communications and relationship management.
- Work with the alumni and programme teams to ensure relationships are built with key alumni in each ranked class, making sure that the importance of participation is realized across the global alumni community, and that participation rates remain comfortably above the minimum thresholds set by each ranking organization (eg FT and Bloomberg)

Project Management and Planning

- Provide project management support on significant projects related to academic programme partnership, innovation and academic programme review in collaboration with the Director, Strategic Planning and the Deputy Dean, Degree Education.
- Plan and deliver on a range of projects, ensuring delivery against project time, cost and quality standards. Lead work streams on more complex projects, particularly where there is crossover between Degree Education and Quality Assurance or Digital Learning
- Ensure that all projects are appropriately governed and undertake relevant approval processes.
- Identify trends, provide insight and suggest action to inform Deputy Dean strategic planning and development.
- Use data to track projects and insights.
- Contribute to the development of Deputy Dean's departmental and institutional strategic plans through supporting the work of the Director of Strategic Planning.
- Support annual planning through creating and updating trackers and liaising with the relevant responsible individuals as required.
- Liaise across the team to prepare complex reports to inform review, planning and decision-making.
- Assist in drafting and monitoring of plans, tracking and updating Key Performance Indicators to help with tracking departmental progress and effectiveness on plans.
- Create and deliver presentations to targeted audiences, responding to their questions and issues

Market Intelligence

- Develop and provide in-depth reports on market research insights (competitors or relevant topics to support ongoing projects) to support strategic and annual objectives.
- Liaise with School's Strategy and Planning Department around the above, including supporting with regards to assist their work
- Keep up to date with market intelligence relating to academic programmes, including regular annual and one-off publications by GMAC, etc.

- Maintain up to date knowledge on rankings-related market intelligence, such as changes in questions, weightings or participants.
- Process complex data to identify solutions to complex issues/unique requests from colleagues or stakeholders from across the School.
- Extract data from multiple sources, check its integrity and produce reports for use by management, to track projects and produce insights.

Relationship and Partnership Management

- Partner with relevant areas to understand their business goals and ensure the advice/service delivered meets and exceeds their needs.
- Action Deputy Dean's agenda by developing and enhancing relationships with stakeholders across the School
- Enable cross-department working, identifying and initiating opportunities to collaborate for best business solutions.
- Identify and nurture opportunities to develop beneficial external relationships with relevant organizations and peer schools.

Key Areas of accountability and Key Performance Indicators (KPIs)

- Ensure LBS participation in each of the key Degree Education rankings, including meeting all target survey response rates
- All LBS programmes to be ranked in the top ten in each of these 15-20 key rankings
- Governing Body, Management Board, ExCo, Faculty Board and DE Leadership confidence in the professional ownership of Degree Education rankings activities at LBS
- Strong collaborative relationships with key stakeholders within Degree Education and across the school, including the Senior Manager Strategic Projects and Rankings Strategy, Strategy and Planning Department.
- Timely, and high-quality execution of projects and milestone achievements
- Production of high-quality reports, with complex analysis to support management decision-making.
- Strong cross-team working relationships with key stakeholders
- Positive feedback from colleagues and stakeholders.

Knowledge/Qualifications/Skills/Experience required

- Proven project management and planning skills.
- Attention to detail and ability to articulate processes succinctly.
- Demonstrable analytical and problem-solving skills.
- Curious about measurement, rankings and analyses. Interested in the topic of rankings and convinced of their importance.
- Personable and persuasive with the ability to build and maintain strong external and internal relationships; experience of managing a large range of different stakeholders in a complex environment.
- High level of competence in MS Office.
- Ability to prioritise and focus on critical issues
- Sound understanding of the wider School's offerings and the offerings of our competitors.
- Excellent communication skills with the ability to engage a variety of audiences and the ability to break down complex issues and explain them in simple terms.

Staff	0
Budgets	0
Date Updated	26/03/26