

JOB DESCRIPTION

Job Title	Career Lead, EMBA Dubai & Global		
Reports to	Head of Leadership Programmes		
Department	Career Centre		
Job Family	Learning	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. 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 aims to inspire exceptional career management and engage with high quality employers. We develop the career skills of students and alumni, preparing them to take ownership of their career development whilst supporting them to do so with confidence. We also engage with organisations to understand their talent needs, as well as facilitate recruitment and networking opportunities between employers and our students & alumni. In summary our role is to:

- Create and deliver a career curriculum
- Coach and consult with students and alumni
- Engage with employers
- Provide insights on the labour market

Career Centre partners with over 2,000 Degree Education students and over 44,000 alumni. We have degree programmes across career stages ranging from Early Career (MIM, GMIM, MAM, MFA) to mid-Career (MBA and MIF) to Leadership (EMBA and Sloan).

Together with faculty teaching & learning, the Career Centre lies at the heart of student & alumni career outcomes which are a key indicator and consequential driver of the success of any business school. Student & alumni career success drives heightened applicant interest, quality of student admission and participation, talented faculty and staff, and access to entrepreneurs and blue-chip companies, enhancing student & alumni career success.

Job Purpose

Operating in a matrix environment, the Executive MBA Career Lead is accountable for leading, designing and delivering an Executive Career Management offer for the School's Executive MBA (EMBA) students. This role works closely with a team of career professionals and expert learning specialists, external Business Leaders (Directors & C-suite level) from diverse industry sectors, LBS Alumni, Faculty and Degree Education colleagues. The role delivers and facilitates access to executive career insights for the EMBA students (as well as Leadership programme participants and alumni), so they have a competitive advantage when creating and implementing their individual, strategic career plans.

This role is accountable for leading and supporting the career development of our EMBA community, working with them on a 1-1, group and class basis. In essence, the role holder is accountable for the:

- Teaching and facilitating of the EMBA Career Programme.
- Executive 1-1 Career Coaching throughout the Programme.
- Creating impactful and inspiring executive career insights and sessions, and supporting career tools, to benefit the EMBA students, Leadership Programme participants and School community including alumni.

In this highly visible role, the role is required to build and maintain internal and external contacts to enhance career opportunities for LBS executive talent (EMBA students are the primary audience), including relationships with senior alumni, leaders and C-Suite professionals external to LBS.

This role supports the School's digital agenda and is required to deliver in person, in the classroom or in groups, as well as virtually. The role holder should have a working knowledge of learning technologies, activities and teaching methods to maximise the student experience.

Key Areas of accountability and Key Performance Indicators (KPIs)

Strategy and Planning

- Design, lead and deliver a market leading Executive Career Management programme and offer for the EMBA Dubai and Global students.
- The role is accountable for:
 - Designing, leading and managing the implementation of the EMBA Dubai and Global Career programme and offer, that in turn supports the goals of the Career Centre, Degree Education and the School
 - Supporting the EMBA community to achieve their career aims, such as leadership roles across industry sectors, the public sector, government and not-for profits, or become entrepreneurs
 - Developing and achieving a set of Key Performance Indicators (KPIs) to enable the assessment of learning interventions and the broader impact of the Executive Career Management programme.

Design and Delivery

- The role will oversee the learning needs analysis activity for EMBA Dubai and Global students (that may involve the EMBA alumni for the first year after graduation), ensuring the findings inform the design of the Executive Career Management programme and offer

- The role will identify, design, lead and manage the delivery of established and new learning initiatives and modules, integrating effective learning technologies and teaching methods to maximise the students' learning, in alignment with their career aims
- The role will champion and deliver best practice learning, ensuring that this is applied consistently, explicitly, and powerfully across the EMBA community (and Leadership Programmes) to continuously improve learning impact for the LBS community
- This Career Lead role is accountable for: Delivering engaging EMBA Career workshops, modules and/or sessions; Facilitating the student career journey – both in person and virtually; Developing and maintaining 1-1 student relationships, offering 1-1 and Group Career Coaching; Tracking the career journeys of the class; Signposting to other School, LBS Career Centre professionals & resources; Working closely with the Career Representatives.
- The Career Lead role also leads on the annual and broader planning (eg Programme Reviews) for the Executive Career Management programme, contributing to other Leadership Programmes beyond the EMBA (eg the School's part-time Masters in Finance) to maximise learning opportunities and impact. This includes compliance with broader School procedures, regulations and quality assurance.
- The role is responsible for the evaluation activity to assess the success of the learning interventions against KPIs and ensure the continuous improvement of the Executive Career Management programme (design, delivery and materials).

Communications and Engagement

- Ensure the Executive Career Management Programme is packaged and curated in a way so it is communicated to students (& other audiences) and marketed as appropriate.
- The role is responsible for communicating to all the relevant stakeholders (DECC, 3rd party suppliers, guest speakers and alumni for example).
- Encourage students to act as ambassadors for the Programme, Career Centre and School.

Business and Brand Development

- The role supports LBS business development activities, ensuring that learning opportunities and solutions can be compellingly communicated to the external global executive market, to help attract senior talent to the School, to support Recruitment and Admissions quality and other engagement targets.
- The role will contribute to broader, career-related discussions, raising the School profile as a provider of Executive Career insights. The role holder will need to be comfortable with learning technology.

Collaboration and Relationship Management

- The role leads and champions both the EMBA Programme and Executive Career Management Programme, working together with a range of senior stakeholders across Degree Education and Career Centre, the School (eg Faculty, Executive Education) and our alumni community.
- The role involves identifying opportunities for collaboration between alumni and EMBA students. Success in the role ultimately requires the development of a broad internal network of colleagues and an external, diverse network of senior business leaders and alumni.
- The role may require you to take the lead on and / or represent EMBA / Leadership Careers in cross-departmental initiatives to enable LBS to better meet its strategic goals.
- The role is also responsible for the relationship management, commercial arrangements and quality assurance of external suppliers/contractors in your area.

Financial Management

- The role contributes to the development of budgets for EMBA and Leadership Programmes and controls the relevant budgets to ensure value for money and cost control.

Change Management

- The role maybe required to champion and lead/co-lead change that has an impact on our students, alumni, colleagues and communities.

KPIs:

- Deliver successful learning interventions to achieve the Key Performance Indicators. Personal contribution to the development and delivery of market leading learning solutions and initiatives.
- Champion learning solutions from your own area to contribute to the reputation of London Business School, the learning of our alumni and the recruitment and relationships with students, participants and/or clients.
- Build a strong internal reputation, share successes from the EMBA Career Programme and support the broader School brand-building initiatives (eg with Recruitment & Admissions, Marketing etc).
- Collaborate with Faculty, colleagues and other relevant stakeholders to identify cross-department opportunities and ensure that learning experiences are inspirational and innovative, underpinned by leading, evidence-based research and involve the right contributors at the right times.
- Take the lead on and/or represent the area/department in cross-departmental initiatives to enable London Business School to better meet its strategic goals.
- Accountable for relationship management, commercial arrangements and quality assurance of external suppliers/contractors
- Trusted adviser relationships developed with internal and external stakeholders at a senior level and alumni.
- Learning assessment processes in place. Excellent alumni, colleague and stakeholder feedback. Contribution to engagement targets.
- Accurate budgets developed, no overspend and value for money demonstrated.

Knowledge/Qualifications/Skills/Experience required

- The EMBA's join LBS to learn, achieve and be inspired. You are passionate about the changing world of work, career strategy and companies/markets – and that passion shines through.
- You have significant experience and expertise in career development, coaching and training; experience designing and delivering engaging career/talent development activities to groups and individuals.
- You have the empathy and interpersonal skills required to help individuals navigate and manage career transitions with the ability to adapt your approach to different audience needs.
- You will hold a Bachelor's degree or equivalent experience.
- You will have gained a professional coaching qualification or equivalent experience with coaching supervision
- You will have experience of delivering Career coaching and development sessions, and/or training for Executive-level professionals
- You will demonstrate a global business breadth.
- You will be an excellent communicator and influencer
- You will have experience of managing multiple key internal and external stakeholders at all levels successfully, with a network of contacts within the area Executive Careers.
- Project management experience
- You will thrive in a hybrid work environment, combining remote working with on-campus based activities, delivering a quality learning experience despite operational challenges of the Covid pandemic.
- Ability to scan the horizon, identify industry best practice and translate this into future planning for LBS Executive Leadership Careers.
- Financial budget management skills and commercial acumen
- Comfortable using CRM systems, Excel, PowerPoint, Word; experience with virtual learning environments, remote coaching tools and social media desirable.

Strong candidates will also:

- Keep up to date with thought leadership and learning innovation within the field of Executive Careers, ensuring the incorporation of leading thinking into the design of the EMBA Career Programme.
- Recognise that collaboration leads to better results. Your passionate commitment in finding new ways of doing things better, means that you interact with Faculty, colleagues and other relevant stakeholders to identify cross-department opportunities.
- Role model the behaviours expected from all colleagues, develop and communicate plans to ensure change is successfully implemented internally within Careers, DECC and LBS and externally with LBS alumni and the wider business community globally.

Staff	External contributors
Budget	Yes
Date Updated	June 2022