

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Employer Relations Manager

Department/Division: Department of Management
Accountable to: Head of Careers, Alumni, and Employer Relations

Job Summary

- Act as a relationship manager for organisations and employers wishing to engage in corporate partnership activities with the Department of Management
- Identify, manage and develop relationships with external organisations to encourage collaboration, expose students to the business world, and increase employability of graduates
- Proactively market to and engage organisations with the Department of Management's activities, programmes and students
- Undertake targeted outreach work to develop relationships with new organisations and sectors
- Be responsible for the initiation, development and organisation of a variety of corporate relationship activities and events
- Be the named **CEMS Corporate Relations Manager**, responsible for all corporate relations duties for the CEMS double degree programme hosted at LSE
- Work with careers and alumni relations colleagues to deliver services and opportunities that enhance the employability of our students and alumni

Duties and Responsibilities

Knowledge and experience

- Be an internal authority for Department of Management stakeholders (e.g. Programme Directors, course leaders etc.) on the topic of corporate relations engagement, development and management
- Actively maintain an understanding of business and the business education sector, using this to inform decisions relating to corporate relations activities and define strategy

Communication

- Convey information to organisations about opportunities to work with the Department of Management, with a constant view to engaging new partners and strengthening relationships and opportunities
- Act as a consultant to prospective corporate partners, matching them with projects and opportunities to work with us and our programmes
- Network with relevant organisations to seek out new partners and represent the Department to them positively and professionally
- Seek out and develop new corporate partners for the CEMS network
- Be the key liaison point and primary communicator with the portfolio of CEMS corporate partners

- Be the key liaison point and primary communicator with CEMS Head Office and partner schools in relation to corporate and alumni activity at LSE
- Design and manage a communication strategy for corporate partners with the aim of keeping them updated on school and CEMS activities and promoting new opportunities to engage with LSE
- Liaise with other members of the Department and School to ensure and develop a cohesive, collaborative approach to corporate relationships
- Regularly update line manager and other colleagues as appropriate regarding progress, new projects and partners
- Visit and host partners in face-to-face and virtual meetings, promoting the Department and offering creative and relevant opportunities for partnership

Liaison and Networking

- Develop appropriate contacts through regular meetings with current and prospective partner organisations
- Liaise with other Department teams to coordinate employer activities and contacts, and keep them informed (e.g. CAER Team, Programme Team, and academic colleagues)
- Develop close, fruitful relationships with other LSE departments working in this sector (e.g. Careers, PAGE, Research Division)
- Liaise with Programme Directors and Course Leaders to identify, define and execute appropriate opportunities for partnership in their programmes and courses
- Collaborate with the alumni relations and careers team to identify and develop alumni relationships that can develop into employer connections
- Maintain an awareness of relevant international CEMS corporate partners and seek and act on opportunities to grow those relationships at a local level
- Assist the CEMS Executive Director and/or CEMS Academic Director and Global Master's in Management (GMiM) office in sourcing, agreeing involvement and organising corporate partners to join Skills Seminars
- Assist the academic programme directors, including CEMS Executive Director and/or CEMS Academic Director, in sourcing, agreeing involvement and organising corporate partners to sponsor Business Projects for students
- Represent the School and Department at the annual CEMS Corporate Relations Manager meetings, inputting into governance decisions, best practice discussions and CEMS policy on behalf of LSE

Planning and organising resources

- Continuously think of ways to evolve and expand the depth and variety of opportunities with new corporate partners and employers, and how to deliver these
- Collaborate with programme directors to seek, organize, and agree appropriate partners for business projects in the various degrees
- Project manage relevant limited-life working groups and projects
- Manage and forecast an annual budget for corporate partner and other employer activities
- Maintain and develop a database of partners, working closely with Careers and Alumni Relations colleagues to coordinate information and track contact

Service Delivery

- Act as consultant using knowledge of the university, Department and its programmes to advise prospective/new and current industry partners on opportunities to work with the Department
- Manage, initiate and develop a range of events and projects, taking responsibility for organisation, contacting relevant partners and working with the Programmes Team and academic colleagues to involve students
- React appropriately and promptly to requests for information for students, staff and partners



Decision making

- Input into and/or lead on new and relevant Department-wide projects as necessary, as defined in conjunction with the Head of Department, Department Manager, Line Manager and/or Head of Programme Delivery
- Autonomy to make decisions regarding own work, providing these decisions are in line with the Department's strategic plan, taking advice or consulting with colleagues where necessary

Investigation, analysis and research

- Research and develop new opportunities with new corporate partners, identifying any potential reputational risk of partnership
- Seek out examples of best practice both within and outside of the Department, and model these in new initiatives
- Review and evaluate corporate partnership activity, constantly seeking to improve and develop activities to ensure the best relationship and gains for both students and partners
- Seek out new contacts or areas of opportunity based on business education trends, student needs and interests

Initiative and problem solving

- Audit all existing corporate activity taking place on programmes, identifying risks and areas for improvement and reacting appropriately
- In consultation with colleagues, develop strategies to improve offerings to students and partners
- Act in an advisory capacity to support partners in developing opportunities with the Department

Teamwork and motivation

- Participate as an active member of the CAER team, contributing to the work of the team and Department as a whole and becoming involved in other areas as necessary
- Provide training and guidance to colleagues with regard to effectively engaging with partners
- Provide training and guidance to partners with regard to effectively engaging with students and academic colleagues

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate. Occasional evening work and global travel is required for this role.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward



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unpopular or controversial opinions.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.