



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: Professional Development Lead

Department/Division: TRIUM Executive MBA (Department of Management)

Accountable to: Director of Student and Alumni Experience

Job Summary:

This post will work at LSE as part of the TRIUM Global Executive MBA's Student and Alumni Experience team to deliver TRIUM's Professional Development Strategy. Under the direction of the Director of Student and Alumni Experience, the post holder will be responsible for leading the delivery of a suite of professional development activities that support student outcomes.

The Professional Development Lead will have excellent relationship management skills to support students to meet their professional development goals. The post holder is responsible for the management of the Executive Coaching Service and Professional Development suppliers.

The role will work closely with the Alumni Engagement Lead to identify relevant professional development activities for Alumni that respond to industry demands. Focussing on continuous improvement, the post holder will play a pivotal role in reviewing professional development partners and service providers to ensure maximum return on investment.

A key focus of the role will be to assist the Director of Student and Alumni Experience in developing a strategy to support the next stage of TRIUM's Professional Development provision.

Evening work to attend professional development seminars and events will be required (a few times across the academic year). Occasional overseas travel may be required, in consultation with the Director of Student and Alumni Experience.

About TRIUM:

- TRIUM www.triumemba.org is a leading Global Executive MBA programme run jointly by LSE, New York University Stern School of Business (NYU Stern) and HEC School of Management Paris (HEC), currently ranked #4 by the *Financial Times*
- The programme comprises six intensive, intellectually rigorous educational modules, hosted at NYU Stern, the LSE and HEC Paris, as well as at three additional international locales, to be held in Seoul, South Korea, Nairobi, Kenya and Dubai, UAE. The students earn their degree in 18 months, through the six modules. Graduates of the TRIUM programme earn a single MBA degree issued jointly by NYU Stern, LSE and HEC Paris.

A TRIUM student has an average of 15 years work experience (40% have advanced degrees). A usual cohort of 65 will have students from over 30 countries around the world. The current alumni base is approximately 1200.

Duties and Responsibilities

Innovation and Planning



- Lead on the delivery of TRIUM's Professional Development Strategy in line with the program's mission, vision and strategic priorities.
- Measure and report performance of all professional development seminars and activities and assess against key performance indicators.
- Develop evaluation methods to gather student feedback and analyse key trends to identify areas of improvement.
- Support the Director of Student and Alumni Experience in developing and reviewing the professional development strategy as per TRIUM's long term plans and objectives.
- Stay up to date with Executive MBA professional development needs and trends.
- Keep abreast of any changes to the careers provision across the three partner schools.
- Work with the Director of Student and Alumni Experience to develop a corporate engagement strategy that leverages the alumni network.
- Identify gaps in the professional development offer by soliciting alumni views and make recommendations for new activities to the Director of Student and Alumni Experience.
- Research best practice to enable best design of professional development services.

Relationship Management

- Maintain meaningful relationships with students and keep up to date with their professional goals.
- In consultation with the Director of Student and Alumni Experience and Alumni Engagement Lead identify corporate champions within the alumni network.
- Handle alumni and student feedback sensitively and appropriately.
- Maintain good relations with Careers and Professional Development contacts across the three partner schools to harmonise activities.
- Act as a day-to-day liaison point for the pool of Executive Leadership Coaches.

Communications and Marketing

- Lead on regularly updating the TRIUM Professional Development Services information and online pages with relevant career resource information such as webinars, career blogs, events etc.
- With guidance from the Director of Student and Alumni Experience, create brochures for Professional Development e.g. Student Professional Development Journey, Career Development Offering at partner schools.
- Liaise with the TRIUM's website management supplier to ensure the Professional Development and Executive Coaching pages are kept up to date.
- Publicise and communicate information and updates regarding seminars and activities to students via Moodle.
- Maintain and update Moodle pages with relevant information.

Service Delivery

- Implement, attend and maintain a coordinated programme of professional development events and produce an annual events schedule, integrated with the three partner school events.
- Carry out all routine administration associated with professional development events.
- Regularly update attendance records for student leadership coaching.
- Provide administrative support to the Director of Student and Alumni Experience where required and manage ad-hoc projects as appropriate.
- Manage the Professional Development inbox and respond to all student queries in an informative and timely manner, providing high levels of customer service.
- Monitor expenditure against the budget and regularly report to the Director of Student and Alumni Experience.
- Deal with operational problems or issues which arise, e.g. unforeseen circumstances.
- Independently identify and promote partner schools and LSE activities and relevant events (i.e. public lectures) to students.
- Maintain an awareness of trends within the Executive Coaching sector.
- Manage the contracting process for professional development suppliers and coaches, including contract creation and associated administration.



- Manage the processing of all related invoices within the University's financial systems and procedures.

Data and Reporting

- To support the professional development services strategy through the provision, collection and management of accurate data.
- To provide general administrative support for all aspects of TRIUM Alumni Engagement and Professional Development.

General

- Participate fully as a member of the TRIUM team, coordinating closely to ensure that TRIUM's professional development strategy works in conjunction with the academic and programmatic elements of the curriculum.
- Manage the editing process of the TRIUM Connects podcast and its promotion on TRIUM's communication channels.
- Any other duties commensurate with the level of the post which may be required by the Director of Student and Alumni Experience

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.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

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.