

# King's Employer Advisory Board

## Terms of Reference & Bylaws

*Aiding development of employer engagement strategy and the King's Employability Plan and wider Strategy 2026 objectives*

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### 1. Introduction

- 1.1. The King's College London Employer Advisory Board (EAB) is a voluntary board which advises both King's Careers & Employability (KC&E) and King's College London regarding its employer engagement strategy.
- 1.2. Localised Industry Advisory Boards (IABs) may be formed by faculties and/or departments where required.
  - 1.2.1. King's Careers & Employability provides guidelines and frameworks to support academics and professional services colleagues in formulating Industry Advisory Boards.
  - 1.2.2. IABs will complement the work of the Employer Advisory Board and will be expected to maintain connections with the Employer Advisory Board through regular updates.

### 2. Purpose

- 2.1. The Employer Advisory Board is advisory to the Associate Director (Employer Engagement & Work-based Learning), and in turn to the Senior Associate Director (Careers & Employability) and work of King's Careers & Employability to aid development of the King's Employability Plan and Education Strategy.
- 2.2. The Employer Advisory Board shall enable employers (and its members) to:
  - 2.2.1. Become more familiar with the University structures and Strategy.
  - 2.2.2. Build and strengthen their brand and visibility at King's College London.
  - 2.2.3. Establish valuable professional connections with our academics and professional services staff.
  - 2.2.4. Gain valuable insights from and share best practice and ideas with other Board members.
  - 2.2.5. Upskill their own staff in recruitment and attraction strategies and techniques.
- 2.3. The Employer Advisory Board shall provide the institution with informed, intelligent and critical advice and appraisal external to King's, aiding connectivity with the external landscape – primarily, but not limited to the student and graduate labour market – providing current knowledge and expertise.
  - 2.3.1. Members will share intelligence and information regarding:
    - 2.3.1.1. Recruiting and hiring trends.
    - 2.3.1.2. Assessment and technology trends.
    - 2.3.1.3. Training and development requirements.
    - 2.3.1.4. Skills and attributes sought.
    - 2.3.1.5. Equity, diversity and inclusion practices (including those supporting under-represented groups)
    - 2.3.1.6. Provision of bespoke meaningful work activities.
    - 2.3.1.7. Identity and brand perception of King's College London and its graduates.
    - 2.3.1.8. Advisory services to assist our Advisers on employer relations strategies.
- 2.4. The Employer Advisory Board shall provide King's Careers & Employability with an informed perspective – in the form of semi-regular written or oral reports – on its provision, service development, observations and recommendation on continuous improvement.
- 2.5. The Employer Advisory Board shall provide King's College London with opportunities to generate further industry engagement embedded into curricula or within specific faculties and/or departments.

- 2.6. The Employer Advisory Board shall inform ideas related to career events, brand positioning tools, the King's Education Strategy and the King's Employability Plan.

### 3. Membership

- 3.1. The King's Employer Advisory Board shall normally consist of between 9 and 15 nominated representatives at any given time, plus those specified to be 'in attendance'.
- 3.2. The Associate Director (Employer Engagement & Work-based Learning) will be an ex officio member of the Advisory Board and both the Head of Work-based Learning and Employer Relations & Development Manager will be 'in attendance' at meetings.
- 3.3. Representatives must demonstrate genuine interest in the work of King's Careers & Employability and more widely the Education Strategy of King's College London.
- 3.3.1. Interest may be theoretical, practical, academic or professional, vocational or avocational.
- 3.4. Membership should represent a diversity of representation, including (but not limited to): gender, age, nationality and ethnicity.
- 3.5. Membership should encourage representation of alumni of King's College London.
- 3.6. Membership should represent at least one individual from the maintained industry sector clusters of Employer Relations & Development as distinct representative seats, specifically:
- 3.6.1. Business, Finance & Professional Services
- 3.6.2. Diversified Sectors
- 3.6.3. Legal & Multilaterals
- 3.6.4. Public & Third Sector
- 3.6.5. Technology & Industrials
- 3.6.6. Health, Pharma & Bioscience
- 3.7. Furthermore, membership should represent at least one individual from the following categories of organisation (which may be combined with the representation of 3.5):
- 3.7.1. A small and medium-sized enterprise (SME) based in one of the #KingsLocal boroughs (City of Westminster, Southwark or Lambeth)
- 3.7.2. An organisation with a headquarters or base in mainland China or Hong Kong SAR
- 3.7.3. An organisation with a headquarters or base hiring in the United States of America
- 3.8. At least one of either 3.6 or 3.7 should be:
- 3.8.1. An organisation recruiting undergraduate year-in-industry provision
- 3.8.2. An organisation recruiting to a specific researcher stream (for PhD candidates)
- 3.9. Members shall be representatives meeting the following criteria:
- 3.9.1. A graduate recruiter/manager within a direct employer.
- 3.9.2. A graduate developer within a direct employer.
- 3.9.3. A senior business representative within a direct employer (e.g. Director, Partner, C-Suite).
- 3.9.4. A representative from an agreed supplier to the industry.
- 3.10. A representative of King's College London from either faculty or central professional services shall represent the institution alongside the Associate Director (Employer Engagement & Work-based Learning)
- 3.10.1. No more than one member of the University's Council shall serve on the Board at any given time.
- 3.11. No more than one member of the King's Business School Advisory Board shall serve on the Board at any given time.

### 4. Appointment

- 4.1. Appointment to the Board rests with the Associate Director (Employer Engagement & Work-based Learning) for King's College London.
- 4.1.1. The Associate Director (Employer Engagement & Work-based Learning), in making his/her recommendations, should consult the Senior Associate Director (Careers &

Employability) and the Chair of the King's Employer Advisory Board (if in place at time of nomination).

- 4.2. Nomination for representation will be actively sought from the following sources:
  - 4.2.1. Faculty and academics
  - 4.2.2. Professional services
  - 4.2.3. Alumni
  - 4.2.4. Students or registered student societies
- 4.3. Nominations will be collated in the form of an informal expression of interest, with relevant individuals invited to complete a short nomination form.
- 4.4. Nominations must receive the recommendation of the Associate Director (Employer Engagement & Work-based Learning) to remain eligible.
- 4.5. Board members are appointed for a two-year term (24 months) and shall serve no more than two consecutive terms.
- 4.6. Board members can resign their membership from the Board at any time during their term in writing to the Associate Director (Employer Engagement & Work-based Learning), whereupon they will be expected to serve out a final two-month period to allow for a replacement to be sourced.

## 5. Oversight & Chair

- 5.1. The Chair of the Employer Advisory Board shall be appointed by the Associate Director (Employer Engagement & Work-based Learning) from the members.
  - 5.1.1. The term of the Chair shall be one year subject to renewal annually for a combined period not to exceed two consecutive years.
  - 5.1.2. A Vice-chair shall be appointed in a similar manner with the same term limitations, by the Associate Director (Employer Engagement & Work-based Learning), in consultation with the Chair.
  - 5.1.3. Neither the Chair nor Vice-chair may be a representative of King's College London or a representative from an agreed industry supplier.
- 5.2. Assuming a quorum (the Chair and a minimum of 50% of membership) is present, the Board shall meet twice each academic year in person, with representatives unable to join physically permitted to join via video or telephone link.
- 5.3. Board Members will also convene regularly through telephone conversations and/or email as required.
- 5.4. Direct Employer Board Members are expected to:
  - 5.4.1. ensure their organisation (if representing a direct employer) maintains an up-to-date profile on King's CareerConnect
  - 5.4.2. share relevant job listings with King's College London
  - 5.4.3. attend events hosted by King's Careers & Employability including careers fairs, networking nights, employer masterclasses, fireside chats, Discover Careers panels and our Action Essentials series.
- 5.5. It is the responsibility of the Chair/Associate Director (Employer Engagement & Work-based Learning) to establish dates for meetings, convene members and prepare an agenda and reports for the Board to review and consider.

## 6. Board Support & Staff Liaisons

- 6.1. The Employer Advisory Board may draw support from colleagues across King's Careers & Employability.
- 6.2. The departmental Business Administration Officer shall serve as Secretary to the Board, handling logistics for meetings
- 6.3. Staff from across King's Careers & Employability shall be available to Board members to engage with whilst they are on campus for Board meetings.

## 7. Remuneration & Expenses

- 7.1. Members are not remunerated for their time on the Employer Advisory Board.
- 7.2. Members may claim legitimate expenses for provision of the following subject to prior confirmation of costings to the Associate Director (Employer Engagement & Work-based Learning):
  - 7.2.1. Travel to and from meetings
  - 7.2.2. Lunch on the day of meetings
- 7.3. All expenses paid will require full VAT receipts in order to be processed.