



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: Head of Publishing

Department/Division: Library

Accountable to: Director of LSE Library

Job Summary

LSE was founded in 1895 with the purpose of understanding the causes of things and for the betterment of society. Today, LSE is a world-leading social science research institution with global impact, where scholarly values are upheld and societal issues are publicly debated from a diversity of viewpoints.

Established in 2018, LSE Press is a platform for high quality, open access research in the social sciences. Through rigorous peer-review and the use of innovative digital approaches it promotes the widest possible engagement with social science research. Based in the Library of the London School of Economics, LSE Press works with authors to develop and launch publications that reflect the LSE founding purpose and mission.

Over the last 5 years the LSE Press has published 13 books and 5 journals and it is now entering a new phase of growth and development as part of the LSE Research Strategy. The Head of Publishing will lead the growth of the Press, overseeing its business development and managing an efficient, author-focused publishing service. They will manage the work of the Press team (currently 2.5 FTE) and will contribute specialist and forward-thinking knowledge and experience from the scholarly publishing field to drive the continuous development of the Press. Following the academic leadership of the Chair of the Editorial Board, the Head of Publishing will be responsible for building a distinctive publication portfolio of the highest academic quality.

LSE Library, also known as the British Library of Political and Economic Science, holds one of the best social science collections in any university – supporting the research and teaching of LSE as well as opening its doors to the wider world. The Library is organised into two Service Groups: Collections & Academic Services and Digital Scholarship & Innovation. The Head of Publishing is based within the Digital Scholarship and Innovation Group and will work closely with the Director of LSE Library, the Chair of Editorial Board and the Associate Director (Digital Scholarship & Innovation) to develop the LSE Press towards achieving the strategic goals of the Library and School.

Duties and Responsibilities



Knowledge and Experience

- Act as a focus of expertise in scholarly publishing and business development and provide advice to the Director of LSE Library, the Associate Director, Digital Scholarship and Innovation and to academic leaders across the School.
- Continuously build and maintain knowledge and current awareness of open access issues, university press initiatives and social science publishing in the UK and internationally.
- Build and maintain a high level of knowledge of copyright, IPR and legal issues relating to publishing.

Service Delivery

- Identify opportunities for the strategic development of LSE Press and its services.
- Manage the LSE Press service, leading and coordinating the work of the Press, ensuring the highest quality service at all times.
- Provide oversight for Houghton Street Press, the student publishing imprint of LSE Press
- Actively commission and develop major new publishing projects, providing advice, support and encouragement to authors and editors.
- Work with the Chair of Editorial Board to deliver a commissioning strategy for the Press.
- Oversee the development and review of LSE Press policies, standards and documentation.
- Ensure appropriate technological solutions are in place to deliver the Press service.
- Develop a plan for strategic distribution and sales of publications.
- Manage copyright, IPR and legal issues relating to the Press and provide advice to authors.

Liaison and Networking

- Build and manage effective relationships between the Press and journal editors, book authors and the LSE Press platform provider and other external suppliers.
- Develop collaborative relationships between the Press and various stakeholders across the School, including academics and Departmental staff; students and the Students' Union; and with colleagues in Professional Service Divisions including Communications, PAGE (Philanthropy and Global Engagement), Research and Innovation, Eden Centre, and Legal.
- Actively engage and participate in external networks in the academic publishing world to represent LSE Press and ensure new ideas and initiatives are brought to bear within LSE.

Communication

- Oversee the design and delivery of the communication and marketing plan for the Press, working closely with the LSE Communications Division to ensure alignment and harmony with the School's marketing and communication activities.
- Liaise with colleagues in the Library to collect and report value and impact metrics for the Press and individual publications.
- Prepare briefings, presentations and written reports for School committees and external partners.
- Represent LSE Press externally, including membership of relevant networks, raising the profile of the Press and identifying opportunities for collaboration.

Initiative and Problem Solving

- Creatively apply best practice and new ideas from the field of open access/university press/social science publishing to the development of the LSE Press and publication portfolio.
- Actively identify business risks and opportunities for the Press and develop solutions and options for managing them, working closely with the Director of LSE Library and the Associate Director, Digital Scholarship and Innovation.
- Maintain a positive and constructive approach to assessing and solving problems that arise during the publication process.



- Assess and advise on technical solutions for delivering innovative publications.

Teamwork and Motivation

- Support and encourage authors, both academics and students, through the creation and production of their publications, demonstrating empathy and understanding alongside the ability to motivate towards a deadline.
- Manage the LSE Press team, supporting and motivating the staff to deliver excellent and innovative services, managing staff resources and workload, staff training and development and assessment of performance.
- Oversee the appointment and management of freelance copy editors, typesetters, proof-readers and other suppliers.
- Lead and participate in Library and School-wide project teams as required.

Planning and Organisation

- Build and maintain an in-depth understanding of academic publishing activity across the School and interpret this to produce development plans for the Press that are aligned to the future requirements of the academic community and the LSE Strategy.
- With the Press leadership team, develop the financial model for the LSE Press to ensure its sustainability and ongoing development.
- Contribute to the preparation of bids for external funding and participate in externally-funded projects, as appropriate.
- Manage the Press budget with oversight of individual projects.
- Plan and deliver a range of publication projects efficiently and to targets, alongside managing the delivery of operational service plans for the Press.
- As a member of the Library Management Team contribute to Library strategic developments and operational planning from own area of expertise.

Decision making

- Make decisions concerning the operational development and delivery of the LSE Press services. Ensure that peers and senior managers in connected services in the Library and other areas of the School are consulted and informed as appropriate.
- Provide advice, expertise and analysis to senior managers and academic leaders to support informed decision making about the strategic and academic development of the Press and the associated services.
- Make decisions about the progress of specific projects to maintain momentum and overcome problems that arise, using the project management principle of 'management by exception'.

General Responsibilities

- Take an active part in projects within the Group, and across the Library, as required.
- Undertake other duties as may be required by the Director of LSE Library from time to time.

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.

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