



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: Scholarly Communications Officer

Department/Division: Library

Accountable to: LSE Press Manager

Job Summary

The post is based in the Publishing Team in the Digital Scholarship & Innovation Group. One of three Groups within the Library, the role of the Digital Scholarship and Innovation Group (DSIG) is to increase the Library's knowledge and understanding of our users and, with them, to explore new ways in which the Library can support their research, learning and teaching. The Group is made up of four teams: Publishing, Service Assessment and Development, Research Support Services and the Digital Library.

The post-holder is responsible for providing support to the LSE Press Manager on all aspects of LSE Press publishing but with a focus on the student imprint, the Houghton Street Press. The post-holder is also responsible for the Library's publishing advice service which provides advice and guidance on academic publishing with a focus on publishing routes, open access, licensing and IPR.

This is a rapidly developing area and some of the specific responsibilities of this post are likely to change and develop over time.

Duties and Responsibilities

Knowledge and Experience

- Develop a detailed understanding of scholarly communication trends, including traditional and emerging modes of publishing, publishing agreements and licensing, routes to open access, funder policies and copyright/IPR.
- Develop a detailed understanding of open access publishing platforms and tools
- Develop a broad understanding of the use of digital repositories for capturing, describing, storing and disseminating a range of research outputs.
- Develop a broad understanding of bibliometrics in order to provide advice on the use of metrics in academic publishing

Service Delivery

- Develop processes to support and advise LSE staff and researchers in all aspects of scholarly publishing, including publishing routes, author licensing and IPR.



- Liaise with the Research Support Services team to develop guidance (both online and in print) for LSE researchers on all aspects of academic publishing
- Develop and deliver an educational programme on copyright and IPR for publishing, in liaison with the Copyright and IPR Officer, to Library staff, academic and administrative staff and researchers.
- Lead on the development of LSE Press' student imprint, Houghton St Press, providing advice and support on setting up and running journals and other publications.
- Support the LSE Press Manager in developing LSE Press and open access publishing services for the School, acting as editorial assistant for LSE Press books and journals.

Communication

- Help promote the services provided by the LSE Press, the Research Support Services Team and the Library to a range of LSE user groups
- Provide consultation and advice to researchers in the area of scholarly publishing, including open access options, IPR and bibliometrics.
- Contribute to the writing of reports, briefings and funding bids under the guidance and direction of the LSE Press Manager and the Head of Digital Scholarship and Innovation Group.
- Contribute to the preparation and updating of supporting and promotional materials for the publishing advice service and LSE Press.

Team work and motivation

- Work closely with colleagues in Research Support Services and Legal Services to ensure up to date advice in place for guiding researchers in relation to author copyright and publishing agreements/contracts.
- Take an active part in the LSE Press, the Digital Scholarship and Innovation Group, and the Library, ensuring that work, advice and support is contributed appropriately as a team member.

Liaison and Networking

- Liaise with academic and administrative staff in all Departments and with the Research Division, ensuring that relevant information about scholarly communication and publishing is widely disseminated.
- Liaise with authors and editors on LSE Press and Houghton Street Press publications, and with the Press' Editorial Account Manager at Ubiquity.
- Engage with relevant external groups to maintain professional awareness around scholarly publishing
- Liaise with publishers on providing accurate and timely information on licencing policies, IPR and publishing agreements.
- Liaise with Academic Support Librarians to provide guidance on all forms of academic publishing



- Liaise with publishing platform supplier on publishing services, technical issues and platform development

Planning and Organisation

- Contribute to the LSE Press operational plan, and take part in discussions and planning for the Digital Scholarship and Innovation Group plan.
- Support the LSE Press manager in working towards the strategic goals of LSE 2030

Initiative and Problem Solving

- Work with the supplier to resolve day to day issues with the publishing platform
- Contribute to the development of Library policy and procedures in own areas of work and in Library-wide matters

General Responsibilities

- Contributing to the operation of public service points (Service Counter and Help Desk) as required.
- To act as the senior member of library staff in charge, with operational responsibility for staff on duty and all library services being offered to users, at weekends and evenings.
- To take an active part in special projects within the Digital Scholarship and Innovation Group, and across the Library, as required.
- Undertaking other duties in support of the work of the Library, as may be required by the Director of the 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](#)



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**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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