



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Scholarly Communications Officer

**Department/Division:** Library

**Accountable to:** LSE Press Manager

Competency	Criteria	E/D
<b>1. Knowledge and Experience</b>	Graduate with professional qualification in librarianship, information science or publishing or substantial experience of scholarly publishing.	E
	Experience of working in a library or similar customer service environment, preferably in higher education or in publishing.	E
	Knowledge of emerging trends in publishing, scholarly communication and information delivery, including open access, new university presses, bibliometrics and copyright.	E
	Extensive IT user skills involving the use of a wide range of applications.	E
	Working knowledge of copyright law and publishing agreements.	D
	Knowledge of bibliometrics and impact measures in academic publishing	D
<b>2. Service Delivery</b>	Experience of managing and promoting a service, including designing and implementing processes and workflows	E
	Evidence of providing improvements and enhancements to current service delivery	E
<b>3. Communication</b>	Demonstrated ability to communicate effectively with a range of library users, including academics, and colleagues at all levels of seniority.	E
	Evidence of the ability to promote a service.	E
	Evidence of the ability to write formal reports, papers and/or	



	<p>briefings.</p> <p>Evidence of the ability to give presentations to groups of colleagues and/or users to explain or promote an initiative or service.</p>	<p>E</p> <p>D</p>
<b>4. Teamwork and Motivation</b>	<p>Demonstrated ability to work with others as part of a team.</p> <p>Demonstrated ability to work effectively in cross-institutional projects or working groups.</p>	<p>E</p> <p>D</p>
<b>5. Liaison and Networking</b>	<p>Proven ability to work with academics, colleagues from other parts of the organisation and with representatives of external organisations such as publishers and suppliers.</p> <p>Demonstrated experience of an advocacy role, demanding negotiating and influencing skills for success.</p>	<p>E</p> <p>D</p>
<b>6. Planning and Organisation</b>	<p>Demonstrated awareness of a range of planning techniques, for example personal time management, operational planning and project planning.</p> <p>Experience of planning and managing a service and/or promotional events.</p>	<p>E</p> <p>D</p>
<b>7. Initiative and Problem Solving</b>	<p>Problem-solving skills, for example investigating and following through to a solution, by liaising with appropriate contacts.</p> <p>The ability to contribute to the development of policy and procedures in own areas of work and in Library-wide matters</p>	<p>E</p> <p>E</p>
<b>8. Decision Making</b>	<p>Ability to provide expert advice on service developments to managers.</p>	<p>E</p>

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**

**August 2019**