



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: LSE Press Communications Coordinator

Department/Division: Library

Accountable to: Scholarly Communications Officer

Competency	Criteria	E/D
1. Knowledge and Experience	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	Educated to degree level (or equivalent experience)	E
	Experience of developing a communications strategy for an education/publishing service	E
	Experience with planning and delivery of events and/or conferences (virtual and in person)	D
	Experience of working in a communications role in the publishing industry	D
	Experience and understanding of Open Access publishing	D
	Knowledge of wider trends in publishing and book marketing	D
2. Service Delivery	High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate work records	E
	Experience of reviewing processes and procedures in order to improve outcomes or improve efficiency	E
	Experience of managing social media accounts	E
	Experience of working on WordPress or other web CMS	D
	Experience of using newsletter management software (e.g., Mailchimp)	D



	<p>Experience of using picture editing tools</p> <p>Knowledge of indexing and discoverability services</p>	<p>D</p> <p>D</p>
3. Communication	<p>Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels</p> <p>Experience of copyediting and writing content for a web and media audience</p> <p>Ability to identify the appropriate communications channels and audiences for specific content</p> <p>Ability to write engaging and accessible communications material in a way that makes complex academic ideas accessible for non-specialist audiences.</p> <p>Ability to edit the work of others</p> <p>Ability to collaborate and facilitate communication with editors and authors on communications projects and events.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
4. Teamwork and Motivation	<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>
5. Liaison and Networking	<p>Proven ability to work with colleagues from other parts of the organisation and with representatives of external organisations such as third-party providers</p> <p>Ability to participate in and make effective use of networks within the workplace and externally</p>	<p>E</p> <p>D</p>
6. Planning and Organisation	<p>Demonstrated awareness of a range of planning techniques, for example personal time management, operational planning and project planning</p>	<p>E</p> <p>E</p>



	<p>Ability to plan and organise your own work and support the work of others across a range of projects in order to meet common deadlines.</p> <p>Ability to prioritise work given by a number of colleagues</p>	D
7. Initiative and Problem Solving	<p>Ability to draw conclusions from quantitative data (e.g., usage metrics)</p> <p>Ability to exercise initiative in selecting a course of action to solve day to day problems and to know when to refer a problem to others</p>	E E
8. Decision Making	<p>Ability to work independently, make decisions and prioritise own workload</p> <p>Evidence of attending to detail while producing timely work within deadlines</p>	E E

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

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