



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: Head of Publishing	
Department/Division: Library	Accountable to: Director of Library

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Educated to Degree level or other relevant professional qualification, or equivalent experience. 	E
	<ul style="list-style-type: none"> Extensive experience of working in academic publishing and developing publication projects 	E
	<ul style="list-style-type: none"> A high level of knowledge of the workflows, technical processes and IT applications of academic publishing 	E
	<ul style="list-style-type: none"> Experience of social science and/or open access publishing 	D
Service Delivery	<ul style="list-style-type: none"> Ability to manage the delivery an efficient, author-focused publishing service 	E
	<ul style="list-style-type: none"> Demonstrated skill and success in commissioning and delivering work for publication, setting quality standards through the application of academic peer review and production processes 	E
	<ul style="list-style-type: none"> Knowledge of copyright, IPR and legal issues associated with academic publishing and experience of providing advice and support to authors in this area 	D
Liaison & Networking	<ul style="list-style-type: none"> Proven ability to build networks of colleagues, maintain relationships and establish new communication channels 	E
	<ul style="list-style-type: none"> Demonstrated ability to relate to the concerns of a range of stakeholders including academics, students and external suppliers 	D
Communication	<ul style="list-style-type: none"> Excellent written, oral and presentation skills 	E
	<ul style="list-style-type: none"> Ability to present data effectively in support of a proposal or position 	D



Initiative and problem solving	• Evidence of excellent analytical skills and the ability to deal with complex problems	E
	• Evidence of using initiative and creativity to improve a service	E
Teamwork and motivation	• Experience of working successfully as part of a team	E
	• Evidence of people management skills	E
	• Demonstrated skill in balancing the needs of researchers with the requirements of successful project delivery	D
	• Ability to manage external suppliers effectively	D
Planning and organisation	• Ability to create service and/or product development plans	E
	• Strong project management skills	E
	• Strong budget management and financial planning skills	E
	• Excellent organisational skills and ability to manage own workload and that of others	E
Decision making	• Evidence of the ability to make decisions related to the day-to-day management and operation of the LSE Press	E
	• Evidence of strategic thinking and the analysis of information and data to inform decisions	D
	• Evidence of the ability to use sound judgement to make choices in complex situations	D

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

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