



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 Manager

Department/Division: Library

Accountable to: Director of Library

Competency	Criteria	E/D
Knowledge and Experience	• Educated to degree level (or equivalent).	E
	• Extensive experience of working in academic publishing and developing publication projects	E
	• A high level of knowledge of the workflows, technical processes and IT applications of academic publishing	E
	• Experience of social science and/or open access publishing	D
Service Delivery	• Ability to manage the delivery of an efficient, author-focused publishing service	E
	• Demonstrated experience of setting quality standards through the application of academic peer review and production processes	E
	• Demonstrated skill and success in commissioning and delivering work for publication	E
	• 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	• Proven ability to build networks of colleagues, maintain relationships and establish new communication channels	E
	• Demonstrated experience of an advocacy role, demanding negotiating, influencing and persuasion skills for success	E
	• 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 • Ability to design and deliver marketing and promotional activities to increase readership for publications • Ability to present data effectively in support of a proposal or position 	E E D
Initiative and problem solving	<ul style="list-style-type: none"> • Evidence of excellent analytical skills and the ability to deal with complex problems • Evidence of using initiative and creativity to improve a service 	E E
Teamwork and motivation	<ul style="list-style-type: none"> • Demonstrated skill in balancing the needs of creative people with the requirements of successful project delivery • Ability to manage external suppliers effectively • Experience of working successfully as part of a team • Experience of people management skills 	E E D D
Planning and organisation	<ul style="list-style-type: none"> • Ability to analyse information and data to create service and/or product development plans • Strong project management skills • Strong budget management and financial planning skills • Excellent organisational skills and ability to manage own workload and that of others 	E E E E
Decision making	<ul style="list-style-type: none"> • Evidence of the ability to make decisions related to the day to day management and operation of the LSE Press • Evidence of strategic thinking and the analysis of information and data to inform decisions • Evidence of the ability to use sound judgement to make choices in complex situations 	E D 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.