



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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: LSE Press Manager

Department/Division: Library

Accountable to: Director of Library

Job Summary:

LSE was founded in 1895 with the purpose of understanding the causes of things and for the betterment of society. Today, LSE is a world-leading social science research institution with global impact, where scholarly values are upheld and societal issues are publicly debated from a diversity of viewpoints.

LSE Press is a platform for high quality, open access research in the social sciences. Through rigorous peer-review and the use of innovative digital approaches we will promote the widest possible engagement with social science research. Based in the Library of the London School of Economics, LSE Press will work with authors to develop and launch publications that reflect the LSE founding purpose and mission.

The LSE Press Manager will lead the business development of the Press and manage an efficient, author-focused publishing service. The Press Manager is also expected to drive continuous evolution and innovation with the Press by contributing specialist and forward-thinking knowledge and experience from the scholarly publishing field. Following the academic leadership of the LSE Research Committee and Press Editorial Board the Press Manager will be responsible for building a distinctive publication portfolio of the highest academic quality.

LSE Library, also known as the British Library of Political and Economic Science, holds one of the best social science collections in any university – supporting the research and teaching of LSE as well as opening its doors to the wider world. The Library is organised into three Service Groups: Academic Services, Content and Discovery and Digital Scholarship & Innovation. The LSE Press Manager is a new role based within the Digital Scholarship and Innovation Group and will work closely with the Director of LSE Library and the Head of Group to develop the LSE Press from its initial launch phase towards achieving the strategic goals of the Library and School.

Duties and Responsibilities

Specific Responsibilities

Knowledge and Experience

- Act as a focus of expertise in scholarly publishing and business development and provide advice to the Director of LSE Library, the Head of Digital Scholarship and Innovation and to academic leaders across the School.



- Continuously build and maintain knowledge and current awareness of open access issues, university press initiatives and social science publishing in the UK and internationally.
- Build and maintain a high level of knowledge of copyright, IPR and legal issues relating to publishing.

Service Delivery

- Manage the LSE Press service, leading and coordinating the work of the Press, ensuring the highest quality service at all times.
- Actively commission and develop major new publishing projects, providing advice, support and encouragement to authors and editors.
- Manage copyright, IPR and legal issues relating to the Press and provide advice to authors.

Liaison and Networking

- Build and manage effective relationships between the Press and journal editors, book authors and the LSE Press platform provider and other external suppliers.
- Develop collaborative relationships between the Press and various stakeholders across the School, including academics and Departmental staff; students and the Students' Union; and with colleagues in Professional Service Divisions such as Communications and Public Affairs, Research and Innovation Division, and Teaching and Learning Centre amongst others.
- Actively engage and participate in external networks in the academic publishing world to represent LSE Press and ensure new ideas and initiatives are brought to bear within LSE.

Communication

- Design and deliver a communication and marketing plan for the Press, and for specific publications as they are produced. Work closely with the LSE Communications and Public Affairs Division to ensure alignment and harmony with the School's marketing and communication activities.
- Liaise with colleagues in the Library to collect and report value and impact metrics for the Press and individual publications.
- Prepare briefings, presentations and written reports for School committees and external partners.

Initiative and Problem Solving

- Creatively apply best practice and new ideas from the field of open access/university press/social science publishing to the development of the LSE Press and publication portfolio.
- Actively identify business risks and opportunities for the Press and develop solutions and options for managing them, working closely with the Director of LSE Library and the Head of Digital Scholarship and Innovation.
- Maintain a positive and constructive approach to assessing and solving problems that arise during the publication process.
- Assess and advise on technical solutions for delivering innovative publications.

Teamwork and Motivation

- Support and encourage authors – both academics and students – through the creation and production of their publications, demonstrating empathy and understanding alongside the ability to motivate towards a deadline.
- Provide line management for the Scholarly Communications Officer, including managing workload, training and development and performance.
- Appoint and manage the work of freelance copy editors, typesetters, proof-readers and other suppliers.
- Lead and participate in Library and School-wide project teams as required.

Planning and Organisation



- Build and maintain an in-depth understanding of academic publishing activity and appetite across the School and interpret this to produce development plans for the Press that are aligned to the future requirements of the academic community and the LSE Strategy.
- Develop the financial model for the LSE Press to ensure its sustainability and on going development.
- Manage the day-to-day budgets of the Press and those of specific publications.
- Plan and deliver a range of publication projects efficiently and to targets, alongside managing the delivery of operational service plans for the Press.
- As a member of the Library Management Team contribute to Library strategic developments and operational planning from own area of expertise.

Decision making

- Make decisions concerning the operational development and delivery of the LSE Press services. Ensure that peers and senior managers in connected services in the Library and other areas of the School are consulted and informed as appropriate.
- Provide advice, expertise and analysis to senior managers and academic leaders to support informed decision making about the strategic and academic development of the Press and the associated services.
- Make decisions about the progress of specific projects to maintain momentum and overcome problems that arise, using the project management principle of 'management by exception'.

General Responsibilities

- Take an active part in projects within the Group, and across the Library, as required.
- Undertake other duties as may be required by the Director of LSE Library from time to time.

Working hours : 35 hours per week (full-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](#)

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.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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