



## 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: Production Manager**

**Department/Division: LSE Library**

**Accountable to:** Head of Publishing, LSE Press

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Graduate with significant book production experience within academic publishing, ideally within the university press sector.	E
	A strong understanding of all editorial and production processes and workflows and experience in effective management of suppliers, freelancers and project managers.	E
	Strong proficiency in IT and digital publishing tools (e.g., Adobe InDesign, XML etc).	E
	Strong understanding of open access publishing.	E
	Experience within journals production.	D
<b>Communication</b>	Outstanding written and verbal communication skills.	E
	Strong interpersonal skills.	E
	Expert English language skills with the ability advise on grammar, vocabulary and punctuation etc.	E
	Evidence of ability to produce written materials and convey information clearly.	E
<b>Teamwork and Motivation</b>	Evidence of motivation and ability to work independently and take the lead on initiatives without constant supervision.	E
	Ability to collaborate effectively and contribute positively within a team.	E
<b>Liaison and Networking</b>	Proven ability to create and maintain excellent working relationships built on confidence and trust with internal and external stakeholders, including academics, suppliers and	E



	<p>freelancers.</p> <p>Established network of suppliers, project managers and freelancers.</p>	D
<b>Service Delivery</b>	<p>Experience of managing a service, including designing and implementing processes and workflows, and setting standards.</p> <p>Experience of providing outstanding customer service.</p> <p>Evidence of providing ongoing improvements and enhancements to current service delivery.</p> <p>Experience of setting up a new production operation within a scholarly publisher</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>Decision Making</b>	<p>Ability to provide expert advice on service development to managers.</p>	E
<b>Planning and Organisation</b>	<p>Excellent organisation and project management skills with experience of managing multiple projects, stakeholders and deadlines simultaneously.</p> <p>Ability to prioritise a busy workload whilst consistently maintaining high attention to detail and work standard.</p> <p>Experience of managing budgets, including negotiating with suppliers and making cost efficiencies.</p>	<p>E</p> <p>E</p> <p>D</p>
<b>Initiative and Problem Solving</b>	<p>Proven problem-solving skills, for example investigating and following through to a solution.</p>	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.**