



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive 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: Production Manager

Department/Division: LSE Library

Accountable to: Head of Publishing, LSE Press

Job Summary

LSE Press, based within LSE Library, is an open access publisher of social science books and journals. The Press plays a key role in the School's wider commitment to open research, which is part of LSE's Research for the World 2030 Strategy.

Established in 2018, the Press is now undergoing a period of growth and we are looking to appoint an experienced, dynamic and detail-oriented Production Manager. This is a new role and the postholder will take a lead in establishing a high-quality production service, focused primarily on books, with oversight of our journals programme also.

The postholder has responsibility for overseeing the entire book production process from manuscript acceptance to publication. Working with colleagues, they will develop our production workflows, standards and guidelines. They will be responsible for liaising with external publishing partners, suppliers and authors to ensure high quality outputs, delivered to agreed schedules and budgets, and take a lead on new initiatives e.g., experimental/enhanced book publications or new accessibility requirements. The postholder will work with our publishing partners to ensure a cost-effective and efficient workflow for our journals programme, reviewing practices regularly as required.

This is an exciting opportunity to contribute to the development of LSE Press and play a key role in helping us achieve our ambitions to establish the Press as a publisher of choice in the social sciences and a champion of open social science practices.

Duties and Responsibilities

Knowledge and experience

- Contribute knowledge and expertise on book and journal production to LSE Press.
- Ensure the Press is kept up to date on best practice and new developments in book and journal production through continued professional development and engagement with relevant professional networks.
- Ensure the Press is kept up to date on best practice and new developments in the production of open access publications.



Service delivery

- Establish a high-quality books production service, including devising workflows, setting standards and developing author guidelines/advice.
- Review existing processes, make recommendations for improvements and ensure a process of continuous review is in place.
- Manage the production workflow for LSE Press books from handover of the final manuscript to publication.
- Work with publishing partners to establish efficient and cost-effective workflows.
- Provide outstanding customer service to authors whilst managing expectations with diplomacy and tact.
- Provide design support including image retouching, layouts etc.
- Carry out additional copyediting/proofreading as required.
- Oversee journals production, managing the relationship with our publishing partners, setting standards and ensuring a cost-effective and efficient service.
- Take a lead on new initiatives, e.g., experimental/enhanced publications or compliance with new accessibility requirements.

Teamwork and motivation

- Take an active part in LSE Press, the Digital Scholarship and Innovation Group, and the Library, ensuring that work, advice and support is contributed appropriately as a team member.
- Work collaboratively with other members of the Press team to establish a best-in-class production service.
- Supervise and monitor the work of freelance or contracted staff to deliver production services as required.
- Take responsibility for determining the outsourcing strategy, managing project managers, vendors, suppliers and freelancers, including managing production inhouse for some books each year.
- Responsible for quality assurance, setting and monitoring of standards of third-party suppliers and freelancers.

Communication

- Use timely and appropriate communication methods for authors, suppliers and freelancers.
- Contribute to the writing of reports, briefings and funding bids under the guidance and direction of the Head of Publishing if required.
- Lead on the preparation and updating of documentation and guides for authors, freelancers and vendors.

Liaison and networking

- Create and maintain excellent working relationships built on confidence and trust with internal and external stakeholders.
- Extend, build and manage a trusted network of suppliers, project managers and freelancers.
- Maintain relevant networks within the publishing industry.

Initiative and problem-solving

- Apply a detailed understanding of established procedures, combined with the use of initiative and good judgement, to resolve problems.
- Work with suppliers to resolve day to day issues.



- Use initiative to identify and resolve problems with the publishing process and make recommendations to improve processes or adopt new technology.
- Use initiative to identify potential pitfalls and problems and plan accordingly.
- Contribute to the development of Press policies and procedures.

Planning and organising

- Set, monitor and maintain schedules for all projects, ensuring timely publication of the books programme.
- Effectively manage the production budget, negotiate fees, ensure individual projects meet set budgets and that best value is achieved whilst quality is maintained.

General

- Take on further responsibilities as the Press develops in order to maintain a high-quality production service.

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.