



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: Publishing Assistant

Department/Division: LSE Library

Accountable to: Head of Publishing

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and experience | Educated to degree level or equivalent, or substantial experience in publishing, research or higher education. | E |
| | Excellent IT skills, including MS Word, Excel, Outlook and Teams and ability to acquire knowledge of new software and technologies. | E |
| | Administrative experience ideally within publishing or higher education, or a similar environment. | E |
| | Knowledge and interest in key issues currently facing academic publishing, open research and higher education. | D |
| Communication | Effective verbal and written skills and the ability to understand and convey complex information in a clear and accurate manner, in writing and in person. | E |
| | Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people at all levels of seniority. | E |
| | Evidence of producing work that requires a high level of accuracy and attention to detail. | E |
| Teamwork and Motivation | Ability to contribute actively to help a small team to meet objectives in a busy environment. | E |
| | Flexibility and willingness to undertake a varied range of administrative tasks. | E |
| | Collaborative mindset and effective team player who works well with others and brings a positive, solutions-oriented approach. | E |



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|---------------------------------------|---|---|
| Liaison and Networking | Experience of working with a wide range of stakeholders at all levels of seniority. | E |
| | Ability to build effective working relationships within the organisation and externally. | E |
| Service Delivery | Ability to proactively provide a high standard of customer service to internal and external stakeholders. | E |
| | Ability to follow administrative procedures in an accurate and timely manner. | E |
| | Experience of showing initiative to improve processes and methods. | D |
| Planning and Organisation | Highly organised with the ability to plan, prioritise, multi-task and work to deadlines with minimum supervision. | E |
| | A thorough and detailed approach with meticulous attention to detail. | E |
| Initiative and Problem Solving | Experience of working independently and using own initiative to solve problems but also able to recognise when a problem should be escalated. | 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.