White Rose University Press Publishing and Communication Assistant

**Department:** White Rose Libraries, Language and Linguistic Sciences, Student & Academic Services

**Hours of work:** Full time | 37 hours per week (1FTE)

**Contract type:** Fixed-term, 2 years

**Salary:** £27,131 - £33,314 per year
Main purpose of the role

White Rose University Press (WRUP) is the library-led open access (OA) academic press supported by the Universities of Leeds, Sheffield and York, and is one of the three main strands of focus of the White Rose Libraries collaboration. A publisher of academic books and journals, WRUP believes that the future of academic publishing is open, and is working to support the transition to an open scholarship environment. WRUP has three key objectives: supporting OA, to make scholarly works freely available under Creative Commons Licences; ensuring quality, both in terms of the academic content and of the publications themselves; and delivering service-led publishing, supporting our authors throughout the process, as well as helping academics explore OA for the first time.

This exciting new role is being created to increase the production capacity of, and to support the advocacy work for, WRUP. The post holder will support all aspects of the publication process, and will also focus on advocacy work to build the profile of WRUP across Leeds, Sheffield and York, and beyond. They will make a key contribution to the further development of WRUP, and its work supporting the strategic goals of its parent Universities. Based in York, the role will cover activities across Leeds, Sheffield and York, and will involve travel to these sites.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   
   Communication and collaboration
   
   ● Support the advocacy and marketing activity for WRUP and its publications, ensuring effective communication with internal/external stakeholders, including drafting press releases, presentations and other promotional content, using usage and other statistics as evidence;
   
   ● Refresh and update the web pages for WRUP to clearly communicate its activity and contribution, liaise with the White Rose institutions on WRUP-specific content in their web pages;
   
   ● Maintain and enhance WRUP’s social media profile including e.g. Twitter, blogs etc., including developing a forward plan with success measurements, and managing social media advocacy exercises.
   
   ● Build successful and productive working relationships, alliances and partnerships across the WR Institutions and externally to identify opportunities for, and deliver, advocacy activity for WRUP;
   
   ● Liaise and communicate on behalf of WRUP with a wide range of colleagues across the three institutions, authors/editors, and external 3rd parties/suppliers, including representing WRUP in 1:1 meetings, at departmental/faculty meetings and external events;

   Service Delivery and development

   ● Provide service-driven support to all stakeholders (e.g. users of WRUP publications, authors, external suppliers, academic and library colleagues)
   
   ● Support the WRL Executive Manager, in their role as WRUP Press Manager, in all publishing activities, including:
     ○ facilitating peer review (including identifying and engaging peer reviewers);
     ○ supporting authors through the OA publication process (including support with OA licences, 3rd party rights issues etc.);
     ○ project support e.g. drafting and maintaining process documentation, action plans and timelines; accurate record keeping; and ensuring production files and related documentation are submitted to required deadlines;
   
   ● Promote the overall online visibility and accessibility WRUP’s publications e.g., via social media, author blogs, and through supporting the indexing process with services like SCOPUS, Web of Knowledge, Google Scholar, OAPEN, DOAB and DOAJ etc.
   
   ● Support the planning and delivery of WRUP events, including events to promote WRUP, book launches, conferences etc.
2. University of York Responsibilities for Grade 5

Service and Operational Delivery
- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight
- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
- Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation
- Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
- Contribute to longer term plans/programmes of work.
- Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>A strong understanding of open access and the scholarly communication landscape</td>
<td>Essential</td>
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<td>Ability to work under pressure and on own initiative, with excellent accuracy and attention to detail</td>
<td>Essential</td>
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<td>Ability to convey complex information to a wide range of people, targeted effectively at particular audiences, including in written reports and through delivering presentations</td>
<td>Essential</td>
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<td>Ability to organise and prioritise numerous tasks in a fast-moving environment</td>
<td>Essential</td>
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<td>Proactive approach, demonstrating flexibility, initiative, and problem solving skills</td>
<td>Essential</td>
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<td>Experience of producing content for the web, ideally using Content Management Systems</td>
<td>Essential</td>
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<td>Ability to design and deliver relevant advocacy and promotional content and activities, including effective use of social media</td>
<td>Essential</td>
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<td>Excellent interpersonal skills and the ability to foster strong relationships with a wide range of stakeholders</td>
<td>Essential</td>
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<td>Willingness and ability to learn new skills and technologies</td>
<td>Desirable</td>
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<td>Knowledge of licencing and copyright issues</td>
<td>Desirable</td>
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<td>Knowledge and understanding of University processes</td>
<td>Desirable</td>
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<td>Knowledge of academic publishing</td>
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<td>Ability to use Google analytics for statistical reporting</td>
<td>Desirable</td>
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<td>Familiarity with Adobe Creative Suite</td>
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<td>Experience of organising events or workshops</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 5**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects                                                  | Essential             |
- Gather, analyse, interpret and report data/information                        | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office | Essential             |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential             |

**Behaviours:**

- Works collaboratively with others                                            | Essential             |
- Delivers a quality service                                                    | Essential             |
- Develops self and others                                                      | Essential             |
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<th>Active champions respect, inclusivity, equality and diversity</th>
<th>Essential</th>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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