

# CANDIDATE PACK

## University of Westminster Press Scholarly Publications Manager

Library & Archives Service, Student and Academic  
Services

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer.



right across the University. It will be front and centre of life at the University for students and colleagues.

A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: University of Westminster Press Scholarly Publications Manager**

**Reports to: Research Environment and Scholarly Communications Lead**

**Department: Library & Archives Service, Student and Academic Services**

**Grade: NG7**

## ROLE PURPOSE

To manage the University of Westminster Press a digital-first open access publisher of peer reviewed academic books, policy briefs and journals.

To undertake a full range of professional publishing activities within the University of Westminster Press (UWP), in collaboration with our external publishing partner, ensuring an excellent experience for all of our authors and editors. The postholder will work with the UWP Editorial Board to oversee the continuous flow of open access books and articles from acquisition through peer review to production, maintaining quality standards and then promoting published content. They will work with (and as part of) the UWP Management Board, taking a leading role in the strategic development of UWP, working in close partnership with the RE&SC Lead, to ensure UWP maintains its role as a core part of the University's open research environment.

## PRINCIPAL ACCOUNTABILITIES

1. To develop and enable the realization of the potential of UWP. This will involve building and maintaining strong relationships with colleagues within the University at all levels, including working closely with the UWP Management Board, UWP Editorial Board and external stakeholders including suppliers and relevant sector and professional bodies and contacts, within the UK and internationally. To take an active role in strategizing UWP's future direction, developing an operational plan and ensuring alignment with the external policy landscape and also with the University's Research & Knowledge Exchange Strategy and research communities
2. To build UWP's portfolio of books and journals, through reviewing unsolicited proposals, proactive commissioning and acquisition.
3. To ensure the long term financial sustainability of UWP via identifying and writing bids for external funding schemes (such as Jisc's Open Access Community Fund and Open Book Futures), increasing





print sales and working with the UWP Management board to make a case for further internal investment. To proactively forecast and manage the UWP budget and multiple income streams.

4. To advocate, promote and market UWP's activities and publications internally and externally via a variety of mechanisms - including annual reporting to key stakeholders, contributing to internal and external conferences and events as appropriate, and via the website, social media, traditional review media and by developing external partnerships.
5. Liaise with and support UWP's journal editors and journal editorial boards, to ensure the maintenance of a flow of papers in line with the budget for each journal, and to ensure that the journal is meeting the required quality standards.
6. Guide and advise authors and editors through their submissions of book proposals, and then managing a high quality peer-review process. Managing the author/editor contracting process and then the production and marketing of books.
7. Monitoring and maintaining consistency and quality standards for copyediting, proofreading and typesetting. Providing assistance and advice on contracts, permissions, copyright and illustration usage.
8. Actively engage and collaborate with local, national and international Open Access initiatives and projects as appropriate.
9. To provide academic publishing and open access expertise to the University's researchers and doctoral researchers, delivering training as part of the Researcher Development and Doctoral Researcher Development Programmes and work with Research Environment and Scholarly Communications colleagues on Open Research initiatives as appropriate.
10. To line manage temporary assistants and project posts (including students) working on UWP activities.
11. Undertaking any other duties as appropriate within competence as required by the Research Environment and Scholarly Communications Lead.

## CONTEXT

Based in the heart of Central London, the University of Westminster Press (UWP) is a digital-first open access publisher of peer reviewed academic books, policy briefs and journals that was launched in 2015. It is one of a relatively new wave of mission driven, institutional open access university publishers and exists to provide global public access to academic work in multiple formats. We aim to publish in areas that reflect the teaching and research strengths of the University of Westminster across the social sciences and humanities, science and technology, media, art and design.





Governance of UWP's activities is made up of the UWP Management Board which serves to oversee the running of the Press and appointments to the UWP Editorial Board, The UWP Editorial Board will provide scholarly input and quality approval of all titles publishing under this imprint and will serve as ambassadors for the Press within the institution and beyond, as well as champions for diamond open access and non-profit university press publishing.

A key component of the University's Open Research Environment, UWP exists to provide global public access to academic work in multiple formats.

UWP sits within the Research Environment and Scholarly Communications team in the University's Library & Archives Service, part of the Student and Academic Services directorate. The Research Environment and Scholarly Communications team supports digital publishing practices and related infrastructure, including the University of Westminster Press and the institutional repository - Westminster Research, open access and research data management support.

SAS provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It leads on professional support for a wide range of governance, research, learning and wellbeing interventions that enhance the experience of students, colleagues and alumni throughout their relationship with the University.

The service components of SAS are:

- Business Operations
- Employability and Graduate Success
- Learning Innovation and Digital Engagement
- Library and Archives Service
- Student Support and Residential Life

The Library and Archives Service comprises around 50 people, working in the following teams:

- Academic Engagement and Learning Development
- Content and Digital Services
- Development, Planning and Operations
- Research Environment and Scholarly Communications
- Student Centre
- University Records and Archives

The post is based in the West End of London but the post holder may be expected to work at any of the University sites as required.

The post holder should have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

Staffing: Organises and manages limited amounts of work by third parties. Line manages and/or supervises temporary and project posts as appropriate.



**Budgets:** The post holder has oversight of the operational budget and income from external sources.

All appointments are made on the understanding that colleagues will serve at any of the University sites/service points should the needs arise.

Occasional attendance at outside meetings will be required. The post holder will sometimes be required to work outside of normal hours in support of major events or to meet tight deadlines.

## KEY RELATIONSHIPS

The post holder works cross-University, at all levels and most closely with academic colleagues including the UWP Editorial Board members, journal editors, individual authors – both from within Westminster and externally as well as in the Library and Archives Service, Research and Knowledge Exchange, Finance and other colleagues as appropriate. The post holder will be expected to take every opportunity to foster cross-team project working and to develop a culture of sharing knowledge and information across the University.





# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Degree educated in a related subject or with a track record of equivalent relevant experience.

### Desirable

- Publishing qualification

## TRAINING AND EXPERIENCE

### Essential

- Demonstrable editorial commissioning experience
- Significant experience working in book publishing
- Substantial knowledge of strategic trends in academic publishing, open infrastructure and the UK's open access policy landscape.
- Experience of securing external funding and generating income.
- Substantial knowledge and understanding of rights and licensing issues.
- Demonstrable experience of setting up and leading projects Strong understanding of higher education context and academic research and reviews.
- An interest in and ability to progress experimental and new forms of publishing.
- Demonstrable experience of sound acquisitions and purchases in the field of publishing
- Experience of providing advice on publishing, quality standards and guidelines, including copyediting, proof reading and permissions.
- Proven experience establishing and developing good working relationships across a range of levels.

### Desirable

- Experience of working within academic journal publishing.

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Proven budget management skills
- Excellent editorial skills.
- Excellent interpersonal and negotiation skills, with the ability to establish good working relationships with colleagues and external agencies.



- Excellent Microsoft Office, desktop publishing skills and use of content management systems to update web content
- Strong project management and organisational skills
- Ability to plan and prioritise workload and to meet tight deadlines
- Self-motivated with a flexible attitude and with a high level of initiative
- Clear and confident communicator
- Passionate about scholarly publishing and open access.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.





# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 26 January 2025.**

**Interviews will take place on week commencing 03 February 2025.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

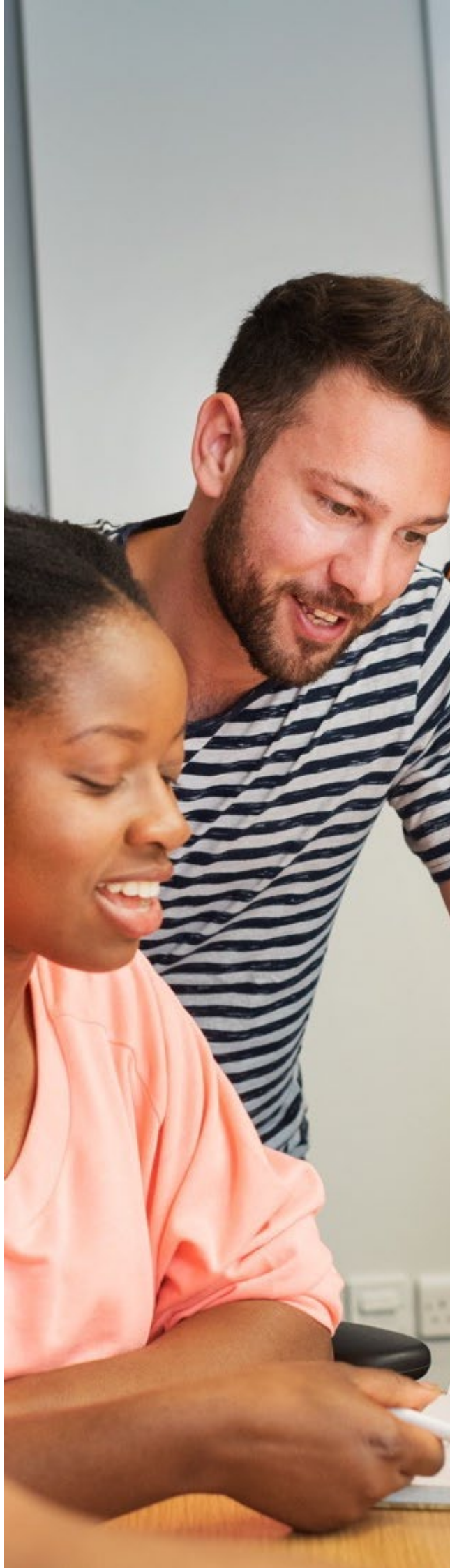
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.







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