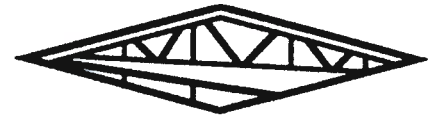


Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY

1. Job Details:

Job Title:	Head of Publishing	Reports to:	Manager, QNL Press
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2. Job Purpose:

Head of Publishing will manage Qatar National Library's electronic publishing service, a new initiative that will deliver Open Access publications under the QNL Press imprint. The activities of QNL Press will initially encompass electronic monograph publishing, which may extend to the production of printed volumes.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	N/A				
Number of Staff Supervised:	1	Direct Reports:	1	Contractor/Others:	10+

4. Key Result Areas:

KEY RESULT AREAS

- Make recommendations to the QNL Editorial Board for academic approval to publish particular monographs
- Draw up a budget and production plan for each monograph published by QNL Press, covering all relevant production tasks including design, editorial, permissions, illustrations, typesetting, printing/binding, marketing etc, and specifying where particular tasks should be outsourced.
- Liaise with journal editorial boards to ensure that they have appropriate support in the use of QNL journal production tools, and that their publications meet the minimum standards established for QNL Press publications.
- Manage the QNL Press budget.
- Plan and deliver marketing campaigns for QNL Press products, developing partnerships and making use of online communities.
- Set and monitor KPIs and benchmarks for services delivered by QNL Press.
- Advise authors and editorial boards on a range of issues relevant to QNL Press, for instance rights, licensing and contracts; Open Access; the treatment of illustrations, equations, data tables and references; bibliometrics; electronic formats; persistent identification (eg DOI, ISBN); publishing ethics; and production processes including typesetting, copy editing and XML production.
- Advocate an Open Access approach to research publication, in particular by presenting the service to appropriate meetings within academic departments.
- Work with the Manager of Digital Content Platforms to determine the standards for the consistent in-house formatting of manuscripts submitted to the Repository.
- Explain the activities of QNL Press and its benefits to Library stakeholders, who will help to raise awareness of the service within Qatar and internationally.
- Participate as appropriate in relevant collaborative, externally funded national or international projects.
- Liaise with the Manager of Digital Content Platforms to ensure that the software systems used by the service (currently PKP's OJS and OMP systems) are configured appropriately to meet the needs of QNL Press.

5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with professional standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally sound manner. Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Manager, QNL Press- frequent contact to report on work execution, and to receive guidance and approvals.
- Deputy Executive Director, International Relations and Communications - regular contact to provide project updates.

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Head of Publishing

- Frequent liaison with Library staff at all levels, especially the Director, Digital Content and Engagement, Director Historical Research and Partnerships, and other members of the Senior Management Team.
- Frequent liaison with the QNL Press Editorial Board.
- Regular contact with authors, peer reviewers, and vendors.

7. Problem Solving & Complexity:

- A thorough understanding of QNL's mission, direction and associated activities and programs.
- Awareness and understanding of QNL practices, policies and procedures.
- Excellent organizational, coordination, planning and communication skills.
- Ability to solve complex requirements of clients and produce deliverables with limited supervision.
- Ability to manage conflicting priorities and multiple resources.

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale.
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
- Remains calm and resourceful when making difficult decisions, basing them on facts.
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.

9. Minimum Knowledge, Skills & Experience:

- A Bachelor's degree in a relevant field is required, and a Master's degree would be an added advantage.
- A relevant qualification in project management is strongly desired.
- 6-8 years experience working in academic publishing and developing publication projects.
- A high level of knowledge of the workflows, technical processes and IT applications of academic publishing Experience of social science and/or open access publishing.
- Ability to manage the delivery of an efficient, author-focused publishing service.
- Demonstrated experience of setting quality standards through the application of academic peer review and production processes.
- Demonstrated skill and success in commissioning and delivering work for publication.
- Knowledge of copyright, IPR and legal issues associated with academic publishing and experience of providing advice and support to authors in this area.
- Proven ability to build networks of colleagues, maintain relationships and establish new communication channels.
- Demonstrated experience of an advocacy role, demanding negotiating, influencing and persuasion skills for success.
- Demonstrated ability to relate to the concerns of a range of stakeholders including academics, students and external suppliers.
- Excellent written, oral and presentation skills.
- Ability to design and deliver marketing and promotional activities to increase readership for publications
- Ability to present data effectively in support of a proposal or position.
- Ability to analyze information and data to create service and/or product development plans.
- Strong project management skills.
- Strong budget management and financial planning skills.
- Excellent organisational skills and ability to manage own workload and that of others.