

Assistant Librarian (Collections)

Job details	
Directorate:	Membership and External Affairs
Department:	Member Experience & Services
Team:	Library
Grade:	Career Professional B
Reports to:	Library Services Manager
Line management responsibilities:	No
Location:	London

Role overview

Postholder plays a key role in delivering our legal enquiry service, handling research requests from solicitors, law firm staff and the public. Responsible for acquisitions, collection management and cataloguing.

Core duties of the role:

The post holder will:

- Complete complex and routine legal enquiries to a high standard including in-depth legal research
- Responsible for selecting and sourcing resources to meet the needs of current practitioners and identify collection gaps
- Regularly evaluating resources for weeding or retention, to maintain relevance and historic value
- Responsible for cataloguing and classification, creating and updating records on our public-facing LMS (Symphony with Enterprise)
- Lead on collection management projects such as reorganising discrete sections, optimising space, and supporting review of collection development approach
- Conduct case law, legislation, precedent and literature searches, and summarise results for enquirers in a clear, professional manner
- Assist solicitors, law firm staff and internal colleagues in finding and using legal resources, whether in-person, by phone or email
- Contribute to training for members and staff, and to outreach and marketing initiatives, working collaboratively with other teams
- Log enquiries and statistics accurately using our CRM (Dynamics 365) and call handling software (Anywhere365)
- Keep up to date with developments in legal research methodology and current sources
- Other projects and tasks in support of the library service as required

Criteria (knowledge, skills and attributes)	Assessment stage
Essential:	
A graduate qualification in library and information studies or equivalent experience	Application Form
Extensive current experience of legal information enquiry work and legal research using hardcopy and online sources	Application Form and Interview
Extensive knowledge of current UK legal information books, resources and legal research methodology	Application Form and Interview
Strong analytical skills to assess collection needs and make informed decisions on acquisitions and weeding	Application Form and Interview
Knowledge of and experience with cataloguing standards and classification schemes such as Moys	Application Form and Interview
Advanced user proficiency with Westlaw, Lexis+ and other proprietary legal databases	Interview
Customer service experience and excellent communication skills, oral and written	Application Form and Interview
Excellent people skills for confidently working with colleagues, members and other library users	Interview
Highly IT literate and proficient in Microsoft 365 standard applications (Excel, Teams, Sharepoint)	Application Form
Ability to prioritise work and deliver to deadlines and agreed standards	Interview
Commitment to contributing towards a welcoming and respectful environment	Interview
Positive professional and constructive attitude to work with a proactive approach to continuous improvement	Interview
Adaptable and open to change, able to respond with agility to changing priorities and take the initiative with creative solutions to challenges	Interview
Accuracy and meticulous attention to detail	Application Form

Criteria (knowledge, skills and attributes)	Assessment stage
Desirable:	
Experience of cataloguing with SirsiDynix Symphony	Application Form
Active in the legal librarianship community with a commitment to professional development and knowledge sharing in the sector	Application Form
Project management experience	Application Form
Experience of working with rare and historic collections	Application Form

Organisational chart – Library team

