

## Assistant Librarian (Collections)

### Job purpose:

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.

### Key Accountabilities:

- 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)
- 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 library service training, 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

## Knowledge, skills and experience:

### Essential

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

### Desirable

- Experience of cataloguing with SirsiDynix Symphony
- Active in the legal librarianship community with a commitment to professional development and knowledge sharing in the sector
- Experience of working with rare and historic collections