

# Assistant Librarian (Heritage 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

The postholder plays an important role in delivering both heritage-focused collections work and our high quality legal enquiry service.

They will work closely with the Project Archivist to support the review and documentation of the Law Society's art and heritage collections, improving how historic items are managed and cared for.

Alongside this and with equal emphasis, the postholder contributes to delivering our library service, handling complex and routine legal enquiries to a high standard including in-depth legal research for solicitors, law firm staff and the public.

## Core duties of the role:

The post holder will:

- Support the review and documentation of the Law Society's art and heritage collections under the guidance of the Project Archivist
- Responsible for cataloguing and updating records for art and heritage material in line with agreed standards
- Contribute to the development of collection management guidance to support future decision making and access
- Under the guidance of the Conservator and Project Archivist, document the condition and appropriate storage requirements of historic items
- Complete complex and routine legal enquiries to a high standard including in-depth legal research
- Assist solicitors, law firm staff and internal colleagues in finding and using legal resources, whether in-person, by phone or email
- Log enquiries and statistics using our CRM (Dynamics 365) and call handling software (Anywhere365)
- Other projects and tasks in support of the archives collection and library service as required

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
<b>Essential:</b>	
Graduate with either a first degree or post-graduate qualification in library and information studies or the equivalent	Application Form
Strong analytical and evaluative skills to assess heritage and archives material and support informed decisions	Application Form and Interview
Knowledge of and experience with library cataloguing standards and classification schemes	Application Form
Ability to prioritise work and deliver to deadlines and agreed standards	Interview
Strong organisational and planning skills	Interview
Current experience of legal information enquiry work and legal research using hardcopy and online sources	Application Form and Interview
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 interpersonal skills for confidently working with colleagues, members and other library users	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
Highly IT literate and proficient in Microsoft 365 standard applications (Excel, Teams, Sharepoint)	Application Form
Accuracy and meticulous attention to detail	Application Form

Criteria (knowledge, skills and attributes)	Assessment stage
<b>Desirable:</b>	
Experience of working with rare books, special collections, archives or museum objects	Application Form and Interview
Experience of cataloguing with SirsiDynix Symphony or another library management system	Application Form
Project management experience	Application Form

### Organisational chart – Library team

