**HONOURABLE SOCIETY OF THE INNER TEMPLE**

**JOB DESCRIPTION**

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| **Job title** | Deputy Librarian |
| **Department** | Library |
| **Reports to** | Librarian and Keeper of Manuscripts |
| **Responsible for** | Assistant Librarians (2), Senior Library Assistant (1), Graduate Trainee Librarian, Evening Assistants (2 PT). |

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| **Main purpose of role** |
| The Deputy Librarian ensures the smooth running of Library services and communications, maintains and develops the programme of legal research training, and deputises for the Librarian and Keeper of Manuscripts. Working alongside the Librarian (as the library leadership team), the post also supports the development and implementation of all Library policies. |

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| **Duties and responsibilities** |
| **Library Staffing and Services** * Overall responsibility for coordination of reader services and supervision of enquiry team. To be responsible for day-to-day staffing levels and to act as ‘floor-manager’, maintaining an overview of services, facilities, usage, and the team; to be the senior member of staff on call to deal with operational matters as required.
* Cover the Enquiry desk evening opening hours (until 8pm) once every week that it is operational.
* To assist in the provision of professional research and enquiry services to barristers and students, including staffing the enquiry point on a rota basis and providing cover as required.
* To oversee updating of library guides (including guides to online subscription services) and other publicity material for members.
* To organising and where appropriate deliver Library tours and induction sessions to library users at all levels.
* Updating the Library’s current awareness blog twice weekly.
* Preparation and revision of library guides (including guides to online subscription services) and other publicity material for members.

**Deputising for Librarian and Keeper of Manuscripts*** To deputise for the Librarian in all areas, including but not limited to, meeting attendance, policy issues, staffing, security, inter departmental liaison etc.
* To liaise with the Inn’s Education and Training department in relations to student and pupil training initiatives (visits, Qualifying Sessions etc.)

 **Training** * To coordinate and (where appropriate) deliver training for all staff involved in Enquiry Point duties by means of formal training sessions, recommending reading and (external) training options, and providing exercises in legal research skills (including the use of hard copy and web resources).
* Responsibility for arranging and contributing to the training and events programme for the Graduate Trainee.
* Responsibility for designing and delivering the library contribution to the ICCA bar course research training sessions in conjunction with the other 4 Inn of Court Libraries.
* Overall responsibility for organising and carrying out legal research Qualifying Sessions and regular pupil training sessions (in conjunction with the Education and Training Department).
* To be part of the pool of staff providing 1:1 training sessions.
* To create training and research support materials in hardcopy and digital format, e.g. subject guides, research tips and VLE content.
* Reviewing and monitoring library outreach activities and participating in the Inn’s wider outreach activities as appropriate.

**General*** To be flexible within the broad remit of the role and undertake any other duties commensurate with the grade and level within the organisation
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**PERSON SPECIFICATION**

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|  | **Essential (E) or Desirable (D)** | **Assessment method** |
| **Experience and Knowledge** |
| Experience of working in a legal library | E | Application / Interview  |
| Practical experience of designing and delivering legal research training. | E | Interview / Application |
| A detailed knowledge of hardcopy and online legal information resources. | E | Interview / Application |
| Significant line management experience | E | Interview / Application |
| Project management experience | D | Interview / Application |
| **Skills and abilities** |
| Proven ability to work with accuracy and strong attention to detail | E | Interview / Application |
| Excellent communication skills, face to face and over the phone  | E | Interview / Application |
| Excellent IT skills, preferably including Excel, PowerPoint, web-based technologies, library management systems.  | E | Interview / Application |
| Confident public speaker, excellent written skills, the ability to converse with a range of people at all levels.  | E | Assessment / Interview / Application |
| Has excellent organisational and time management skills  | E | Interview / Application |
| The ability to operate in a supervisory, operational and strategic capacity | E | Interview / Application |
| An understanding of library budgets and associated processes | D | Interview / Application |
| **Education and training** |  |  |
| A degree level qualification or equivalent and a qualification in library or information studies.  | E | Application |
| **Other requirements**  |
| Able to demonstrate a commitment to the values and objectives of Inner Temple | E | Interview |
| Willing to work occasional unsocial hours as required, including one 8pm Enquiry Point duty per week. | E | Interview |

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| **Date of last update** | January 2025 |

**Terms of Employment**

**Deputy Librarian**

Annual salary: £56,000

Location of work: Onsite at Inner Temple Library, Crown Office Row, Inner Temple, EC4Y 7HL

Annual leave: 25 days’ holiday (plus Public Holidays and discretionary Christmas closure)

Working hours: Full time, 35 hours per week covering 9am until 5pm Monday to Friday

There will be a requirement to undertake out of hours working as the Library is open from 9-8pm and one Saturday per month, staffed on a rota basis.

The successful candidate must work up to 1 evening per week on the Enquiry Point and occasional Saturdays.

As a membership organisation, many of the library training sessions are organised after 5pm (i.e. outside of our members core working hours).

TOIL for these additional hours will be awarded when agreed in advance with line manager.

**Employee Benefits:**

Private health scheme (available on employee request)

Pension scheme (15% employer contribution)

Employee Assistance Programme and Wellbeing activities

Season ticket loan or cycle to work scheme after completion of probation

Lunch provided free of charge daily when Inn’s kitchens are open; a taxed daily luncheon allowance provided when they are closed

Group Life Assurance

Group Income Protection