

Legal Librarian:

Purpose of Job:

To manage the Legal Library and provide services as required by FCO Legal Advisers. To develop the service, meeting new legal information needs and meeting electronic means of information delivery.

Duties & responsibilities	% of time
<u>Information service.</u> To provide information in response to enquiries from a wide range of clients, including the Legal Advisers, other FCO directorates at home and abroad, other government departments, legal practitioners and the public. Proactively seek ways to supply services to the Legal advisers.	30
<u>Collection development.</u> To develop the collection of legal materials, selecting and requesting new books, journals and electronic sources, as well as monitoring and disposing of stock. To keep abreast of legal information, building up contacts with legal publishers and law librarians, producing current awareness material and arranging demonstrations of electronic sources in the field of legal information. Liaising with colleagues in the Knowledge and Information Management (KIM) cadre, especially the open source team.	15
Lead on KIM specialist projects within the Legal Information Group, in particular the Knowledge Management project.	25
<u>Resource management.</u> Including overseeing budgets for online sources and journal subscriptions. Participate in team meetings and Legal Library Committee meetings to discuss the needs of the Legal Advisers, ongoing projects and budgetary allocations.	15
<u>Line management & specialist professional development.</u> Line management and development of B3 Online and Parliamentary communications manager. Line management and specialist professional development of B3 Assistant Librarian.	15

Assistant Legal Librarian:

Purpose of Job:

To assist the Legal Librarian in the management of the Legal Library and the provision of services as required by FCO Legal Advisers.

Duties and responsibilities:

Answer a wide range of research enquiries from Legal Advisers, FCO Departments, posts and other government departments using open source information. **40%**

Resource management including collection development, cataloguing and overseeing budgets for online sources and subscriptions. **40%**

To work on cross team projects across Legal Information Group (LIG) **10%**

Representing Legal Library at the Legal Advisers Training Group (LATG) meetings. Training Legal Advisers and their support staff in the use of the internet and electronic sources of information. Publicising and promoting new services to the Legal Advisers. **10%**