

ROLE PROFILE OVERVIEW



THE BAR
OF IRELAND
The Law Library

Library Assistant - Service Delivery

Role Objective:

To understand and meet the information service needs of the Members of The Bar of Ireland, to provide a dedicated reference desk and query management support, to assist with the maintenance of the collection, to deliver library floor duties, to improve availability and accessibility of information for Members and in general contribute to the implementation of the Library & Information Services Strategic Plan.

Competence Area:

Skill

Related Tasks Description - *List is not exhaustive*

Technical Competencies	Member Services Delivery	Undertake reference desk and circulation duties on a day-to-day basis, issue/return of material and assistance with general enquiries. Provide reception duty cover when required.
		Assist Members to locate relevant resources through effective use of library catalogue and content management structures and systems.
		Delivery of 'on the floor' member services support and query management and completion of member photocopying and printing requests.
		Contribute to our Current Awareness initiative, library promotion and communication, as well as other related information services projects.
	Collections & Systems	Coordination and re-shelving of resource materials in all locations, including book bins and trolley runs. Assist with stock weeding and archiving under supervision.
		Assist with collection maintenance tasks such as cataloguing and data entry.
		Ability to use Library Management System effectively for duties associated with role.
	Library Operations Support	Support operational tasks required for the smooth running of the library services, including DX requests, photocopying, printer & card reader trouble shooting, attic runs and clearing of floor space.
	Research	Ability to search legislation on commercial databases and free internet legislation databases, cite legislation correctly and to distinguish between primary and secondary legislation and bills.
		Ability to search the main case law databases, follow workflow when searching cases and know the important differences which may impact a search such as the difference between a law report and a judgment.
		Ability to search the journals and textbooks, retaining a current knowledge of The Bar of Ireland's catalogue, familiarity with journal files and main sources of document supply for journal articles.
		Aware of precedents and court forms and how they are used, with knowledge of main printed and online sources of precedents and court forms.
Administration	Completion of ad hoc administration tasks such as data entry, compiling legal diary and management of noticeboards.	
Organisational Competencies	Customer Focus	Dedicated to our "Member first" ethos, proactively seek feedback from members, as appropriate and take positive steps to enable our organization to serve our Members more effectively.
	Communication	Show open and engaged communications with the ability to listen and respond with respect and clarity. Skilled at conveying

		information to members and colleagues.
	Collaboration	Demonstrate a cooperative spirit and work collaboratively with colleagues to achieve team goals and objectives. Develop and maintain effective working relationships across teams; encouraging and offering cooperation.

Person Specification

- Leaving Certificate or equivalent
- Interest in library work and interested in developing in this area
- Proficient IT skills with Microsoft Office applications
- Attention to detail and a high degree of accuracy in output is essential
- Excellent communication skills, both written and verbal
- Motivated and committed to delivering a job well done
- Flexible attitude and willingness to adapt to a changing working environment
- Positive attitude, a good team player with ability to work well with others.

Role Salary

The salary for this full-time role is linked to the Library Incremental Payscale and is €26650.

Application Process:

Candidates should submit a cover letter and full CV by e-mail to jobs@lawlibrary.ie by **2nd August 2024**

Commitment to Equal Opportunities

The Bar of Ireland is proud to be an Equal Opportunity Employer that is committed to equality, diversity and inclusion in the workplace.

The Bar of Ireland is committed to providing reasonable accommodations for qualified individuals with disabilities and neurodiverse conditions in our job application procedures. If you require assistance or an accommodation, you may contact HR at paula.corrigan@lawlibrary.ie.

We are all too aware that imposter syndrome and the confidence gap can sometimes stop great candidates putting themselves forward for a position; so if this is a role that interests you please do share your application - we would love to discuss it further with you.