

**JOB DESCRIPTION**

Name	
Job Title	Research Librarian, Law
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Head, Learning and Information Services

**SUMMARY**

SMU Libraries seeks a collaborative, proactive, and knowledgeable professional for the role of Research Librarian, Law. The primary focus of this position is to actively liaise with faculty, researchers and students in SMU's School of Law (SOL) and related programmes in order to support and advance their research, teaching and learning goals.

Research Librarians work within a unit of discipline-based librarians to: develop and teach information literacy programmes, provide research support and advice, build and manage collections, and conduct advocacy and outreach activities and programmes. They collaborate closely with faculty and across the University to enhance teaching, learning and research through the skilled and ethical use of library services and resources. Research Librarians also contribute to the development and delivery of a range of services designed to maximize the benefits of research tools, scholarly information resources, citation metrics, open access, and other relevant services and practices.

The position holder is expected to actively contribute to innovative initiatives as well as lead and/or serve as a member of taskforces, project teams or committees.

**SCOPE**

The position holder will support and advance the research, teaching and learning goals of the faculty, staff and students in the School of Law (SOL). They will actively collaborate with and engage the School as well as stakeholders across SMU and the broader community.

The incumbent is responsible for serving as the first point of contact for the School of Law (SOL) and affiliated areas. They will liaise with faculty, programme staff and students, and facilitate effective two-way communication. The successful appointee will provide reliable and knowledgeable discipline-specific assistance, advice, and learning opportunities relating to research productivity, acquiring, discovering and accessing relevant scholarly resources, and developing information literacy skills and habits. The incumbent will also work across the Libraries to develop and manage collections (primarily electronic) to support the teaching, learning and research needs of the faculty and students in the School of Law (SOL).

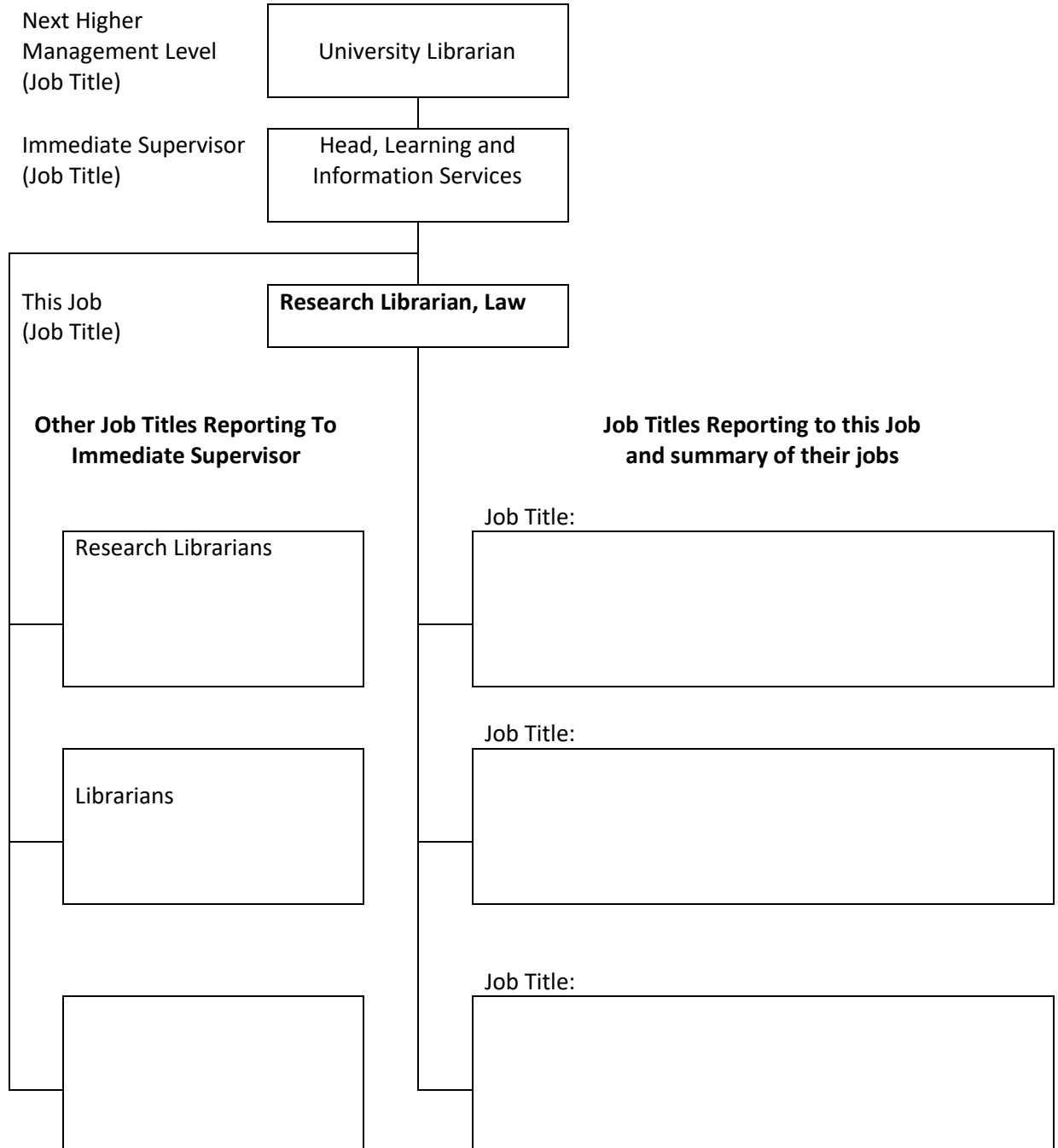
The position holder is expected to have good knowledge, experience and understanding of the legal discipline and academia. They will be flexible, proactive, innovative, and appreciate a dynamic environment. They must also be willing to contribute to a team environment. Excellent written and verbal communication skills are required.

**PRINCIPAL ACCOUNTABILITIES**

1. Develop, grow, and sustain partnerships with faculty, researchers, students and staff in the School of Law (SOL); develop and promote high quality library services for the SOL.
2. Seek new opportunities and build on existing offerings for engagement with faculty and students.
3. Attend School and University-wide events and programmes to network and champion the Libraries.
4. Create, coordinate, and conduct formal learning opportunities (e.g. workshops, talks, etc.) in collaboration with faculty to grow students' information literacy capabilities. Curate and create digital guides and learning objects for self-directed learning.
5. Initiate, develop, manage, and review new and existing programmes and services for the SMU community as part of the SMU Libraries team.
6. Work across Library units to build and manage the Library's collections relevant to the legal discipline and School of Law.
7. Work with key units within the Library to integrate research output and research data of SOL and related Institutes and Centres into SMU's Institutional Repository (InK) and Research Data Repository (RDR).
8. Assess and evaluate services, resources, and tools for targeted user groups, in particular the SOL.
9. Lead and/or participate in Library-wide initiatives and projects and collaborate with colleagues internal and external to the Libraries.
10. Engage in continuous, self-reflective professional development. Participate in professional activities relating to librarianship. Contribute to the profession and beyond through writing and presenting in a variety of contexts. Maintain current awareness of trends in libraries and higher education.

**ORGANISATION CHART**

*Please state all others reporting to the immediate Supervisor of this job. Please also state the direct reports of this job and the summary of these jobs.*



**CRITICAL SKILLS AND JOB COMPLEXITY****Knowledge and Skills**

*Describe the knowledge and skills necessary to perform this job.*

1. Master's degree in Library and Information Science from a recognized university.
2. Undergraduate degree or diploma in law or related subject area is strongly preferred.
3. Advanced knowledge of specialized legal resources such as LawNet, Westlaw, Lexis and multidisciplinary academic databases.
4. Understanding of research issues, such as open access, publishing, and research visibility and impact in the higher education environment, especially as relevant to legal education.
5. Proven ability to continuously innovate services and processes, particularly through the use of current and emerging technologies.
6. Proven ability to design, deliver and evaluate information literacy programmes for individuals and groups at different levels.
7. Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
8. Strong customer service orientation.
9. Excellent communication skills (verbal and written).
10. Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
11. Personal strengths should include critical thinking, interest in innovation, and flexibility with ability to work in a team with minimum supervision.

**Contact**

*Describe the purpose and nature of the main internal and external contacts (other than with the immediate Supervisor and Subordinates) necessary to perform this job.*

- (a) **Internal contacts:**  
SMU students, faculty and staff to design and meet their information needs and inform them of library programs, services and resources.
- (b) **External contacts:**  
External members of library (e.g. alumni) to meet their information needs.  
External members of the library community to provide a presence for SMU and for networking and benchmarking opportunities.

**Decision Making**

*Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.*

**Decisions made on his/her own:**

- Answering research/information enquiries
- Collection purchases/renewals as per the library policy
- Developing and coordinating learning and information services

**Those which supervisors must be consulted:**

- Changes in workflow processes
- Setting up new initiatives/projects

**Those referred to higher authority:**

- Licenses and contracts
- Changes to policies

**Problem Solving**

*Describe the most difficult and complex parts of this job and other significant features not covered elsewhere.*

- Positioning SMU Libraries as a strategic catalyst amongst other similar departments on campus.
- Upholding library policies and articulate them in challenging situations to protect the interests of the University.
- Facing challenging customers and handling different requests with discretion and sensitivity and exercising judgment within a strong user focused environment.
- Being flexible and handling changing work processes, priorities and policies.

**GENERAL**

*Describe anything else of significance about this job or the environment in which this job functions, which is not covered in this description.*

Candidate must be creative, adaptive and curious in wanting to learn and grow within the SMU Community. Balancing the demands of a fast-changing University community especially the research and teaching needs of individual faculty and the learning and information needs of students.

Candidate must be a self-starter, energetic, willing to take risks, and interested in issues facing libraries and higher education.

Signature of Job Holder		Date	
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**For Official Use:**

Approved by HR	
Date	
Approved by HOD	
Date	