

JOB DESCRIPTION

Name	
Job Title	Research Librarian, Law
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Head, Law Library
<p><u>SUMMARY</u></p> <p>This position serves as the liaison for faculty and students from the School of Law and related programmes. The position holder works in a team environment to create and develop innovative library products and services for the SMU community and to actively promote initiatives and programmes of the SMU Libraries.</p> <p>He/she is expected to support learning, discovery and engagement at Singapore Management University through the delivery of a range of library services designed to maximize the benefits of relevant scholarly information resources and services.</p> <p>The position holder is expected to lead and/or serve as a member of taskforces, project teams or committees.</p>	
<p><u>SCOPE</u></p> <p><i>Indicate the financial statistics, staff, volume, controllable budget, etc for this job</i></p> <p>The position holder will be required to support the teaching, learning and research needs of the School of Law and administrative units.</p> <p>The incumbent is responsible for being the first point of contact for all enquiries for the School and affiliated areas and to liaise with the faculty and the students to ensure effective and pro-active two way communication. The successful appointee will engage with faculty, students and staff by providing expert assistance in locating information through structured consultations, develop and maintain communication links to promote and market the Library's services. He/she will also assist customers with acquiring, discovering and accessing a range of information resources as well as designing and delivering a variety of information literacy programmes. The incumbent is expected to work with the Information Access & Resources team to develop and manage library's collections (both e- and print resources) to support the teaching, learning and research needs of the SMU community, in particular the faculty and students in the School of Law.</p> <p>The position holder is expected to have good knowledge, experience and understanding of academic environment, teaching, learning and research and be an effective communicator with a wide range of customers.</p>	

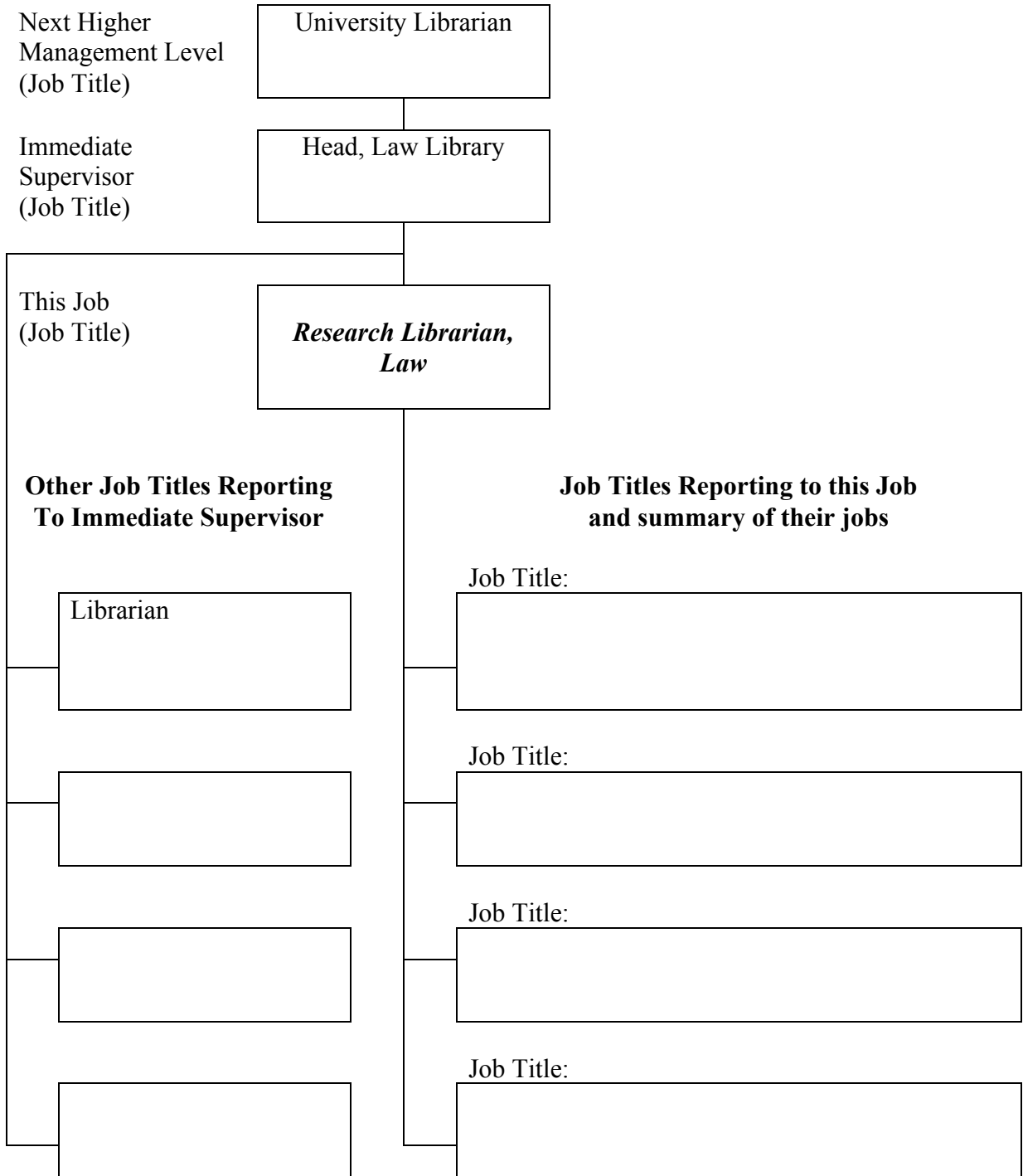
PRINCIPAL ACCOUNTABILITIES

Describe the principal accountabilities of this job.

1. Work as Library liaison to the faculty, postgraduates and program staff of the School of Law (SOL).
2. Develop, deliver and promote library services for the School of Law, including web content, reference services, customized alerts, and citation analysis
3. Create, conduct and coordinate learning programs for the SOL students and faculty.
4. Develop and maintain the Library's print and electronic collections to support legal research.
5. Be knowledgeable about multidisciplinary academic databases and specialized law databases such as LawNet, Lexis and Westlaw.
6. Work with key units within the library to integrate research output and research data of Schools, Institutes and Centres into the Institutional Repository
7. Be part of the team that develops new programs, services and policies to SMU community
8. Review and enhance products and services for targeted user groups
9. Lead and/or participate in library wide initiatives and projects
10. Participate in professional library activities, write articles and keep abreast of library and educational trends and developments

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. MSc in library and information science from a recognized university and minimum 5 years' experience in a research/academic institution
2. Undergraduate degree or diploma in law or related subject area preferred
3. Demonstrated ability to effectively search electronic information resources
4. Ability to design, deliver and evaluate information literacy training programmes relevant to individuals and groups at different levels
5. Strong customer service orientation
6. Excellent interpersonal and communication skills
7. Ability to work positively, productively with diverse departments in an environment of rapid change
8. Ability to develop and maintain collaborative relations with faculty and staff
9. Highly developed skills in the use of current technologies for the delivery of information services and advocacy
10. Personal strengths should include creativity, interest in innovation, flexibility with ability to work 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 to meet their information needs
External members of the library community to provide a presence for SMU and for networking and benchmarking opportunities
External agencies for outsourced services and financial support

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 her own:

- Answering research /information enquiries
- Responding to feedback
- Developing and coordinating learning and information services for the designated School/s, ICLi's and administrative units
- Coordination of collection development

Those which supervisors must be consulted:

- Changes in work flow processes and policies
- Decisions/actions with regards to the library strategic direction, setting up of new programmes/projects and overall expenses should receive prior approval from the University Librarian.

Those referred to higher authority:

- Approval of purchases
- Licenses and contracts
- Copyright related matters

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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. Able to uphold library policies and articulate them in difficult situations to protect the interest of the Library and the University. Facing challenging customers and handling different requests daily. Ability to be flexible and handle changing work processes, priorities and policies. Finding the balance between owning and accessing materials and the balance between print and electronic formats.

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 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. Person must be a self-starter, energetic, willing to take risks, 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	