



JOB DESCRIPTION

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

SUMMARY

The primary focus of this position is to be 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 pro-actively promote initiatives and programmes of the SMU Libraries.

He/she is expected to support research, teaching & learning, 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.

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

SCOPE

The position holder will be required to support the research, teaching & learning needs, as well as actively collaborate and engage the faculty, staff and students from the School of Law.

The incumbent is responsible for being the first point of contact for all enquiries for the School of Law 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 identifying and locating information through structured consultations, developing and maintaining communication channels to promote library's services. He/she will provide subject expertise in acquiring, discovering and accessing relevant information resources as well as designing and delivering a variety of information literacy programmes. The incumbent is expected to work across departments 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.

The position holder is expected to have good knowledge, experience and understanding of academic environment – in particular the law discipline, teaching, learning and research and be an effective communicator.

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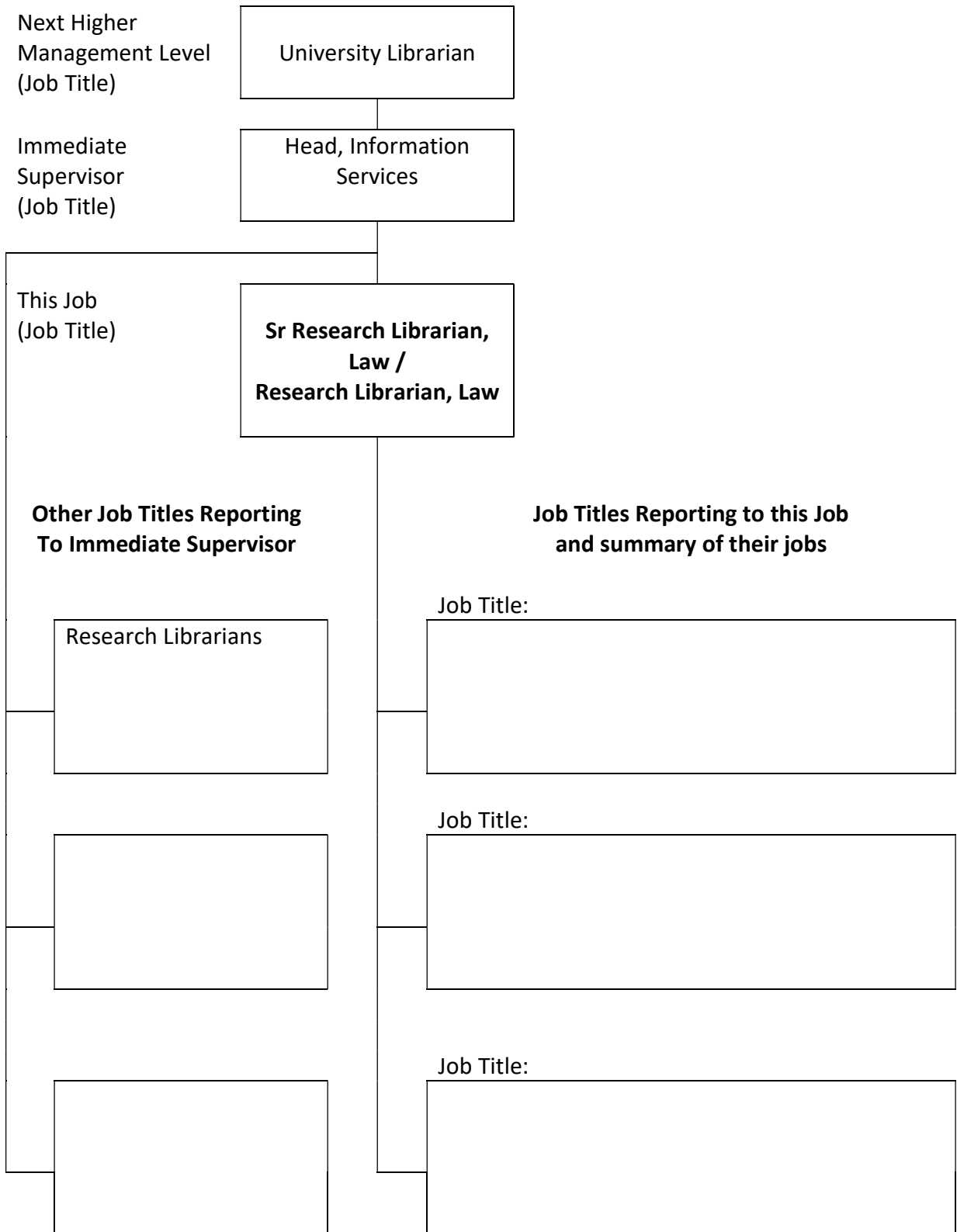
PRINCIPAL ACCOUNTABILITIES

1. Collaborate with the faculty, postgraduate/undergraduate students and program staff of the School of Law (SOL) to support their research, teaching and learning needs.
2. Develop, communicate and promote library services for the SOL, including library's resources, services, and expertise.
3. Create, conduct and coordinate learning programs in collaboration with faculty.
4. As a member of the Learning and Information Services, develop, manage, and review new and existing programs and services for SMU community.
5. Work across departments to develop and manage the Library's print and electronic collections to support legal research.
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. Evaluate and assess products and services for targeted user groups, in particular the SOL.
8. Lead and/or participate in library wide initiatives and projects.
9. Participate in professional library activities, write articles and keep abreast of library and educational trends and developments.

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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.



Job Title: Senior Research Librarian, Law / Research Librarian, Law**CRITICAL SKILLS AND JOB COMPLEXITY****Knowledge and Skills**

Describe the knowledge and skills necessary to perform this job.

1. Master degree in Library and Information Science from a recognized university.
2. Undergraduate degree or diploma in law or related subject area is preferred.
3. Knowledgeable about specialized law databases such as LawNet, Lexis and Westlaw and multidisciplinary academic databases.
4. Adaptive in the use of current technologies for the delivery of information services and advocacy.
5. Ability to design, deliver and evaluate information literacy training programmes relevant to individuals and groups at different levels.
6. Strong customer service orientation.
7. Excellent interpersonal and communication skills.
8. Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.
9. Ability to develop and maintain collaborative relations with various stakeholders.
10. Personal strengths should include critical thinking, interest in innovation, 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

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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 challenging situations to protect the interests of the University.
- Facing challenging customers and handling different requests with discretion and sensitivity and exercise judgment within a strong user focused environment.
- Ability to be flexible and handle 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	