



Position title: Legal Researcher – Part time (3 days a week)

Department: Member Services

Reports to: National Law Librarian

Location: Auckland

About the Law Society

The New Zealand Law Society | Te Kāhui Ture o Aotearoa is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practicing in New Zealand and is the membership organisation for practicing lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practice of law in Aotearoa New Zealand and the consumers of legal services.

Position Purpose

To assist in the provision of Library services, in particular legal research, for the benefit of local Law Society members and the wider Society.

The New Zealand Law Society Library is a private library serving the information needs of New Zealand legal practitioners. As part of the Library team, the role of Legal Researcher is to provide efficient, high quality Library services to Law Society members and the wider Society, to contribute to the effective and efficient day to day operation of the Library and to ensure that LINX database continues to be a current and authoritative NZ case law database.

Key Internal Relationships

- NZLS Library staff, Auckland, Canterbury & Wellington
- Other NZLS staff
- LINX Headnoters (independent contractors)

Key External Relationships

- Members and Associate Members of the NZLS
- Judiciary and Ministry of Justice (Courts) staff
- Law librarians and wider library community
- Representatives of legal publishers

Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
<p>Legal Research</p> <ul style="list-style-type: none"> • Provide high quality research as requested by practitioners • Demonstrate ethical conduct • Engage with legal publishers 	<ul style="list-style-type: none"> • Accurate and timely research across all areas of law, is provided to practitioners • Precise records of services are maintained • All information is dealt with in confidence • Feedback is provided to legal publishers
<p>Library Accountabilities</p> <ul style="list-style-type: none"> • Assist practitioners, both in the Library and via phone or email, with reference questions and using Library services • Assist practitioners with accessing hardcopy resources or using online resources via kiosks or BYOD • Work closely with other Library staff to support them in their work • Maintain and develop knowledge and skills • Advise on the selection of resources in the Library • Assist with document delivery and other Library services as required 	<ul style="list-style-type: none"> • Competent customer service and reference interview practices are demonstrated, with practitioners being directed to resources or appropriate staff member as required • Practitioners are given the opportunity to develop independent learning skills • Maintain positive working relationships, demonstrating co-operation, courtesy and respect • Undertake internal and external training identified as relevant to the role • Library resources are current and relevant • Achieved as required
<p>LINX database</p> <ul style="list-style-type: none"> • Assist with creating/checking LINX database • Assist with the creation of case summaries for LINX database • Maintain collaborative relationship with headnoters 	<ul style="list-style-type: none"> • Accurate and timely LINX records are created • Provide accurate case summaries conforming to the Headnoting for LINX Style Guide • Consistent high standard of headnoting is achieved
<p>Other duties</p> <ul style="list-style-type: none"> • All other duties as reasonably required by your manager 	<ul style="list-style-type: none"> • Achieved as required

Safety and Wellbeing

The incumbent is responsible for:

- My own health and safety and that of my colleagues
- Reporting of all incidents and near misses

Qualifications, Skills, Knowledge and Experience

To be effective in the position of **Legal Researcher** you must have the following qualifications, knowledge, and experience:

- Tertiary qualification in law and/or librarianship
- Experience working in a law library or other legal sector
- Advanced legal research skills including sound knowledge of the structure of legal information and legal information resources
- Experience providing in-depth legal research and research training to lawyers
- Ability to provide accurate research results under pressure to meet deadlines
- High level accuracy and attention to detail
- Excellent oral and written communication skills
- Ability to work collaboratively as part of the Library team, locally and nationally