



**Position title:** National Law Librarian

**Department:** Member Services

**Reports to:** General Manager Representative Services and Strategy

**Location:** Auckland, Wellington or Christchurch

### **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 practising in New Zealand and is the membership organisation for practising lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practise of law in Aotearoa New Zealand and the consumers of legal services.

### **Position Purpose**

To lead and manage the Law Librarians of the New Zealand Law Society for the benefit of the profession.

The New Zealand Law Society Library is a private library serving the information needs of New Zealand legal practitioners. The role of the National Law Librarian is to lead the Library staff to ensure efficient, high quality library services are provided to the profession in a way which supports innovation opportunities and where possible, revenue growth; and to ensure that our library products, such as LINX, are current and authoritative.

### **Delegations**

- Accountable for:
  - Law Librarians

### **Key Internal Relationships**

- Law Librarians, Auckland, Canterbury & Wellington (Library Managers)
- Library staff
- LINX Headnoters (independent contractors)

### **Key External Relationships**

- Members of the legal profession including members of the NZ Law Society
- Judiciary and Ministry of Justice (Courts) staff
- Law librarians and wider library community
- Representatives of legal publishers and suppliers.

## Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
<p><b>National Library Service</b></p> <ul style="list-style-type: none"> <li>• Leading and implementing the development of a refreshed strategy for the Law Library to ensure the Law Society Library is a fully integrated national library service that remains relevant for the legal profession, ensuring the library service:               <ul style="list-style-type: none"> <li>○ Meets the research needs of the legal profession</li> <li>○ Meets or exceeds its financial targets</li> <li>○ Grows revenue opportunities</li> <li>○ Understands and enables the use of new technology (such as AI) and innovation</li> <li>○ Is developed in a timely manner</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• National Library strategy is developed and executed</li> <li>• Library services achieves revenue growth</li> <li>• The Library service is innovative in the delivery of its services</li> </ul>
<p><b>Effective management of Law Librarians</b></p> <ul style="list-style-type: none"> <li>• To positively lead, develop and manage Law Librarians and Library activities nationally</li> <li>• Contribute to the Representative function, direction, and implementation of a national Representative strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Library activities are executed and achieved</li> <li>• Libraries are performing to a high standard.</li> <li>• Libraries products are current and authoritative.</li> </ul>
<p><b>Library Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Oversee the delivery of high quality, authoritative, timely research across all areas of law</li> <li>• Oversee the preparation and delivery of legal research skills training sessions</li> <li>• Ensure the development and promotion of Library information resources in a way that deepens the profession’s engagement with our library services</li> <li>• Oversee the production of the LINX database and other products</li> <li>• Further duties consistent with the position of National Law Librarian as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Library activities are executed and achieved</li> <li>• The Library teams are performing to a high standard.</li> </ul>

<p><b>Developing and managing people</b></p> <ul style="list-style-type: none"> <li>• Effectively lead, develop, and manage staff and positively influence their progress towards successful results</li> <li>• Effectively manage workloads to ensure they are equitable</li> <li>• Ensure performance objectives, reviews and discussions are completed in line with policies and procedures for all direct reports</li> <li>• Conduct regular team meetings to share information and update staff on new requirements and policies</li> <li>• Support direct reports to achieve objectives, identify personal development opportunities, recognise areas of improvement and establish solution-based outcomes</li> <li>• Ensure effective recruitment to attract the best person for the position and then ensure a complete and comprehensive induction takes place.</li> </ul>	<ul style="list-style-type: none"> <li>• Each team member understands clearly what is required of them and receives regular constructive feedback on progress</li> <li>• Each team member understands their contribution to outputs</li> <li>• Performance reviews are completed thoroughly and forwarded to People &amp; Culture specified timeframes</li> <li>• Employees have a training and development plan that is carried out in conjunction with People &amp; Culture</li> <li>• Employee issues (including non-performance issues) are successfully addressed in a timely manner</li> <li>• Leave liability is kept at a reasonable level</li> <li>• Staff are fully informed on relevant information, and organisational policies and procedures are complied with.</li> </ul>
<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• All other activities, projects or duties that may be required by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved as required.</li> </ul>

### Safety and Wellbeing

As a management position the incumbent is required to demonstrate leadership of all health and safety matters for their area of responsibility. This means ensuring that the Society complies with its obligations under the Health and Safety at Work Act 2015 and that staff are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated so far as is reasonably possible. Specific responsibilities for this role are:

- ensure that the health and safety resources and processes are in place and are being appropriately used.
- engage with staff and contractors to enable proactive participation in matters related to health and safety.

### Qualifications, Skills, Knowledge and Experience

To be effective in the position of **National Law Librarian** you must have the following qualifications, knowledge, and experience:

Preferably a tertiary qualification in in law and/or post graduate qualification in librarianship

- A tertiary qualification in Library and Information Studies
- 7+ years' experience managing and leading a library team
- Advanced research skills and experience providing in-depth research and training to users
- Proven experience improving and growing library services for the benefit of members/users

- A sound interest, understanding and knowledge of the structure of information
- Proven people leadership skills
- Strong relationship building skills with the ability to work collaboratively locally and nationally
- Excellent oral and written communication skills
- Experience working in a Law Library is valued but is not a prerequisite