



Head of Information and Library Services
The Honourable Society of the Middle Temple - City of London
Permanent
Salary circa £55,000 plus excellent benefits

The Middle Temple is one of the four historic Inns of Court, which have the exclusive right to Call men and women to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as Calling men and women to the Bar, Middle Temple is a membership organisation for barristers and provides them with various services and amenities. One of these is Middle Temple's extensive library, which provides access to 250,000 books, journals, and law reports as well as a variety of online legal databases to members of all four Inns.

We are now looking to recruit a Head of Information and Library Services to provide oversight and co-ordination of all information and library services. The role will involve playing a key role in the strategic development of the library and the services it provides to members based both locally and further afield. Middle Temple regards the provision of an excellent library and of information and library services as one of the key benefits to members of the Inn.

It is essential that you have a relevant degree or equivalent experience. You will have significant senior management experience of in-house library and information services provision within the professional services sector as well as a thorough knowledge of information and library services issues in an age of changing technology and user requirements. Particular emphasis is placed on experience of delivering and promoting information and library services to geographically dispersed audiences. You will be comfortable communicating with people at all levels (including very senior barristers, judges, and other distinguished individuals from various backgrounds).

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover, as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Sophie Frankis at: recruitment@middletemple.org.uk.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.

JOB DESCRIPTION

Job Title:	Head of Information & Library Services
Department:	Library
Reporting to:	Director of Finance & Resources
Line Manages:	Library team consisting of 7 employees.
Location:	Middle Temple Library, Ashley Building, Middle Temple, London
Job Purpose:	<p>The post-holder is responsible for providing Head of Department-level oversight and co-ordination of all information and library services to members in accordance with the goals and objectives of the organization and adhering to best practice in terms of information management, financial compliance, legal, and governance requirements.</p> <p>The post-holder will play a key role in the strategic development of relevant information and library resources and services to members in close proximity to the Inn, those outside London but within the UK, and for overseas members. Particular responsibilities include strategic planning and good management, compliance and controls, operational planning, and risk management as it effects information and library services.</p> <p>Middle Temple regards the provision of an excellent library and of information and library services as key benefits to members of the Inn.</p>

Key Responsibilities

STRATEGY

1. Overall control of the Inn's information and library resources to Middle Temple's members, as well as those of the other Inns of Court.
2. Developing and maintaining a rolling medium-term strategy for the improvement of information and library services to members, both at home and overseas, making use of available technological solutions where possible. Carrying out periodic reviews of this strategy to ensure that it is fit for purpose and aligns with the development of the Inn's overall strategy.
3. Providing Head of Department-level oversight of managers in the relevant collection areas in relation to the development, management, and delivery of services in those areas.

INFORMATION SERVICES

4. Maintenance and development of the Inn's general and specific collections (be they hard copy or electronic), paying particular attention to access for members outside London and the UK by making use of information technology where appropriate;
5. Lead the development, implementation, and periodic review of the Inn's collection management policies;
6. Lead on the maintenance and development of an effective catalogue to enable efficient member access to the collections both onsite and remotely;
7. Develop efficient library systems to ensure optimum user access to information resources both onsite and remotely;
8. Lead on the continuous development of service delivery to members, including dealing with complaints and other feedback;
9. Lead on the collection of relevant data to effectively analyze usage of the various collections to support future resource allocation requirements;
10. Publicize and promote information services via the Inn's website and social media channels;
11. Lead on the development of policies and procedures for the effective training of members in the use of online resources;
12. Lead on the development of policies and procedures for the care of the Inn's collection of rare and antiquarian materials;

GOVERNANCE

13. Support the Director of Finance & Resources in providing periodic update reports on information and library services developments for the Finance & Resources Committee;
14. Ensure compliance with statute and regulations as they apply to information and library services, e.g. copyright, data protection, etc.
15. Lead on the development and periodic review of risk management systems as they apply to information and library services management;
16. Work with the Information Governance & Records Manager to deliver effective record management practices within the information and library services area;
17. Lead the provision of support to the Incident Management Team in all business continuity and disaster recovery situations as they apply to information and library services;

18. Represent the Inn at The Inns of Court Libraries Liaison Committee, The Bar Librarians' Group, and other bodies as required. Act as Secretary to The Inns of Court Libraries Liaison Committee on a rotating basis with the other Inns' library service managers;

PERFORMANCE MANAGEMENT

19. Lead and create an accountable performance culture across the department;
20. Improve, design, and manage key processes to support the achievement of agreed priorities and continuously improve performance within information and library services;
21. Carrying out relevant managers' personal reviews and provide support for their personal and professional development. Addressing performance issues that may arise;
22. Management and co-ordination of staff learning and development with assistance from the Inn's HR Department, as appropriate, to be able to deliver a high quality and effective information and library service to members;

FINANCIAL MANAGEMENT

23. Act as cost centre manager for information and library services within the Inn;
24. Formulating financial targets and budgets in support of the Inn's strategic direction and taking the lead in formulating the Inn's rolling five-year financial plans as they relate to information and library services resources; discussing and agreeing these targets and plans with the relevant Director;
25. Negotiate and agree all supplier contracts as they relate to information and library services, ensuring value for money and taking advantage of discounting where appropriate and available; pursue joint purchasing arrangements with the other Inn's libraries where this is feasible and appropriate;
26. Budget management in accordance with established policies and procedures, including the Inn's Statutes & By-laws;

Personal Specification – Head of Information & Library Services

	Essential	Desirable
Qualifications	Post graduate qualification in Library Science, Information Science, Knowledge Management, or equivalent discipline	Degree level education or equivalent; legal qualification
Background/experience	<p>Significant senior management experience of in-house library and information services within the professional services sector, demonstrating progressive responsibility in an administrative and/or managerial capacity in a membership organization library or equivalent;</p> <p>Experience of print and electronic collection development, staff supervision, budgeting, and financial analysis;</p> <p>Knowledge of information and library services issues and the maintenance of such services in an age of changing technology and user requirements;</p> <p>Experience of leading and delivering significant change and business improvement initiatives, including people and cultural change;</p>	<p>Experience in customer service activities, including service design, and innovation, promotion, and service evaluation in an online services context;</p> <p>Experience of the delivery and/or promotion of services/resources to geographically dispersed audiences;</p> <p>Experience of risk management and disaster recovery planning as it applies to information and library services;</p> <p>Experience of working in the not-for-profit sector, both registered charities and organizations under Royal Charter, or similar;</p> <p>Knowledge of IT issues and the development of business processes to exploit available technology;</p> <p>Experience of working with committee-structured organizations;</p> <p>Experience of effective budget management and delivering cost reductions whilst improving services;</p>
Skills	<p>Effective financial planning and budget management skills;</p> <p>High levels of literacy and numeracy;</p>	<p>IT literacy in essential applications, particularly MS Office;</p>



	<p>Excellent written and oral communication skills, including report writing and formal/informal presentations;</p> <p>Ability to influence and persuade;</p> <p>Ability to effectively manage conflicting and competing demands</p>	
Personal qualities	<p>Providing a positive role model for staff;</p> <p>Exhibiting the highest standards of professionalism, ethics, and conduct in all words and actions;</p> <p>Demonstrating leadership within and outside of the core function for which he/she is responsible;</p> <p>Taking an active, collaborative role in the management of the team and assuming responsibility for its collective decision making;</p> <p>Being fully supportive of staff, line managers, and management team colleagues;</p> <p>Integrity, trustworthiness, and a suitable personality for the role;</p> <p>Flexibility and versatility;</p>	