

## **Kott Gunning – Library Resources coordinator**

Kott Gunning is seeking someone to oversee the subscriptions management at our firm.

We envisage the role being performed on an ad hoc consultancy basis by somebody who has an ABN, or alternatively on a limited part-time basis (hours to be confirmed in consultation with the successful applicant).

We are seeking someone who has experience with information resources management in legal firms.

### **Role reports to**

Kott Gunning's Deputy Managing Partner.

### **Purpose of the role**

- Subscriptions value is maximised; and
- Staff are aware of what is available to them, and receive regular training/updates on how to best use the research resources.

### **Responsibilities**

- Assessing the range of subscriptions that the firm has for suitability to our teams;
- Maximise value from the subscriptions;
- Maintain relationships with the three key suppliers of legal information resources;
- Run regular (say quarterly) knowledge update/training sessions for staff, to ensure staff can effectively search for legal resources;
- Ensure that new staff are inducted on how to search for resources (the basic induction of new staff may be carried out by a junior lawyer in house, as it may not be practicable for this role to do this job); and
- Manage the firm's "library" budget, ie, assisting with the preparation of the annual library budget, and reporting to General Manager six-monthly (or as appropriate) on spend variances.

### **Opportunity for Innovation**

The firm encourages the respondent to propose innovative solutions as part of their response, as they see fit.