



MANAGER, RESEARCH LIBRARIAN*

BLG

At BLG, it begins with service! Our approach to Professional and Service Excellence is based upon personal standards of absolute integrity, unfailing mutual respect and dedication in all that we do for our clients. We pride ourselves on having the best talent, legal and non-legal, and delivering the best service. BLG has adopted a 5 year strategic plan with a vision for 2018 of:

“Leading our profession as a high performing firm we are recognized for our unwavering commitment to exceptional client service, professional excellence and talent development”.

Borden Ladner Gervais LLP, one of Canada’s largest law firms, is seeking one Manager, Research Librarian, for its Montréal Office.

Purpose of Role

The Manager, Research Librarian conducts in-depth research that supports client work, ultimately providing added value to legal professionals and their clients; and is responsible for providing training in legal research skills and resources. As a member of the Library Research Team, the Manager, Research Librarian works in collaboration with other members of the team in building national best practices for each of these functions and participates in initiatives to help further the Library model. In addition, the Manager, Research Librarian plays a role in managing the regional library by carrying out specifically regional responsibilities.

Library Vision

Create a high-performing, highly-motivated, cohesive and integrated national library with a team of librarians who lead and provide strategic advice and relevant practical support to contribute to the Firm’s strategy.

Key Responsibilities

The key responsibilities of this role are:

Research

- Perform in-depth and complex research to support client and firm work in Civil Law and Common Law synthesizing results for efficient and effective use by lawyers and other staff
- Log research and other productive time in the Library’s research tracking and knowledge base system

Training Programs

- Promote and train other librarians on the best practices in Civil Law research
- Train lawyers and students on research methods and techniques, and preferred electronic resources
- In collaboration with the research team, create and maintain electronic training materials
- Maintain and update library content and pages on the Firm intranet

Library Research Team

- Build service delivery best practices, including using new technologies
- Evaluate new digital resources to enhance user experience
- In collaboration with the Library Alerts Team, create and deliver current awareness and legislative and regulatory alert services to practice groups, client teams and other groups in the Firm

Knowledge and Innovation

- Provide subject matter expertise to support Knowledge & Innovation initiatives
- Lead the evaluation of library and workflow solutions

Management

- Provide leadership, day-to-day support and guidance to the Library team in the regional office
- Collaborate with functional leaders to manage regional team
- Contribute to national collection and procurement policies
- Collaborate with functional leaders to manage regional team

Key Competencies Required

- Minimum of 3-5 years in a law firm library setting (required)
- Master's degree in Library and Information Studies, or equivalent business experience
- Bilingual French and English (required)
- Proficient with leading edge research and information technologies (required)
- Management experience, preferred
- Collection and procurement experience, preferred
- Negotiation experience, preferred
- Skilled at enacting
- Highly-developed interpersonal, communication, organizational and time-management skills
- The ability to communicate effectively, orally and in writing, with people at all levels
- Highly-developed analytical and problem-solving skills
- Strong customer service orientation

Application

If you have an interest in this position or know of someone who may be suitable, please forward a current resume to **Stéphanie Boucher** at sboucher@blg.com by **September 28, 2018**.

We thank all applicants for their interest in this position, however, only applicants selected for an interview will be contacted.

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treating everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

BLG is committed to fostering a diverse and inclusive workplace. We welcome and encourage applications from diverse candidates, including people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*Please note that relatives of current BLG employees and Partners are not eligible for consideration.

BLG Values and Principles

BLG Values

- ✓ **Integrity**
- ✓ **Excellence**
- ✓ **Client-Centered**
- ✓ **Teamwork**
- ✓ **Commitment**

Business Services Principles

We want to differentiate ourselves by not only providing high quality legal services, but to also ensure we meet and/or exceed our clients expectations in terms of customer service, relationship management, and being a key strategic adviser for their business needs. This is focused around the following key areas:

One Firm

We are committed to creating a structure that allows us to operate as one fully integrated Firm which enables streamlined operations and the alignment of functions nationally, through the use of virtual teams and standardized national 'best practice' processes.

Talent Excellence

Recognize the Firm's history and local fabrics and maximize the value of talent and skills through the effective recruitment and training of all individuals.

Quality and Delivery Focused

We are focused on quality and exceptional delivery in servicing our clients.

Innovation and Creativity

We drive continuous improvement and review the way we provide our services, and are always encouraging innovation and creativity.

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