

The Montreal office of **Borden Ladner Gervais LLP (BLG)**, a leading, innovative and client-focused law firm in Canada, is seeking a:

## ANALYST, LEGAL RESEARCH\*\*

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**We are BLG: Canada's Law Firm.** Our culture is one of vigilance and curiosity, Firm-wide collaboration, unfailing mutual respect and dedication. We pride ourselves on having standout talent and delivering an exceptional client experience.

We are a future-minded Firm delivering high-value advice and known for our unwavering commitment to innovation, diversity and inclusion, community involvement and talent development. Learn more about us at [www.blg.com](http://www.blg.com).

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### Purpose of the Role

The Analyst, Legal Research 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.

The primary job functions for this role are:

- Reference and research services;
- Training and orientation;
- Proactive services to practice groups as a subject matter specialist;
- Curation and delivery of Library alerts

As a member of the Library Research Team, the Analyst, Legal Research 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.

### Key Responsibilities

**The key responsibilities of this role are:**

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#### 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
- Assist lawyers, professionals and support staff in conducting research using online, other resources and technologies available at the Firm
- Obtain information for lawyers, professionals and support staff via inter-library loan and document delivery services
- Share subject matter expertise
- To enhance the Research Team's overall service delivery, track research and other productive tasks in the Library's research management platform

#### Training Programs

- Train lawyers and students on research methods and techniques, including effective use of digital resources
- In collaboration with the research team, create and maintain electronic training materials
- Promote best practices in Civil Law research to Library Research Team
- Maintain and update Library content and pages on the Firm intranet

#### Library Research Team

- Bring innovative approach to building service delivery best practices, leveraging new technologies wherever possible
- Evaluate new digital resources to enhance user experience

- Participate in national projects and initiatives to help further the goals and objectives of the National Library Team.

#### **Library Alerts**

- Provide timely and accurate case law and legislative alerts to lawyers and groups at the Firm.
- Provide regulatory compliance updates to clients and groups at the Firm as needed

#### **Knowledge and Innovation**

- Provide subject matter expertise to support Knowledge & Innovation initiatives
- Play an active role in the evaluation of library and workflow solutions

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## **Key Competencies**

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- Three to five years of experience in a law firm library setting , preferred
- Master's degree in Library and Information Studies highly desired, or equivalent business experience
- Bachelor degree in Law, an asset
- Bilingual French and English (required)
- Proficient with leading edge research and information technologies (required)
- Collection development experience and knowledge of legal publishers, preferred
- Highly-developed interpersonal, communication, organizational and time-management skills
- Able to communicate effectively, orally and in writing, with people at all levels
- Highly-developed analytical and problem-solving skills
- Strong customer service orientation

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## **How to Apply**

If you have an interest in this position or know of someone who may be suitable, please forward a current resume to **Francine L'Heureux** at **flheureux@blg.com** by **August 14, 2020**.

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.