



Faculty of Advocates Internal/External Advert

The Faculty of Advocates is one of Scotland's most ancient and prestigious organisations. The professional body for the Scottish bar, the Faculty of Advocates is a membership organisation with the Advocates Library at its heart. Established formally in 1689, the Library blends tradition with its modern role as a busy working law library, providing a library and information service to members of the Faculty and acting as Scotland's national law library. The Faculty also has responsibility for maintaining a formal relationship with the Abbotsford Trust- located at Sir Walter Scott's former home. The following vacancy has arisen:

Post:	Collection & Access Services (CAS) Library Support Assistant (Stock Management)
Reference:	24.02
Salary:	Grade 5a: £20,655- £25,107 per annum (pro rata – FTE 35 hours) <i>All new appointments will be made at the start of the salary scale</i>
Hours:	15 hours per week Monday-Tuesday & Thursday – Friday 2.30pm – 4.30pm Wednesday 9.00am – 5.00pm
Rewards:	<ul style="list-style-type: none">• 30 days holiday (rising to 35 days)• 6 Public Holidays• Employer Pension Contribution of 9%• Cycle to Work & Tech Scheme• Employee Assistance Programme• Private Health Care: Current Provider – Vitality• Flexi Time Policy• Critical Illness & Life Cover

This role reports to the Collection & Access Services (CAS) Librarian and will assist in the processing, distribution and updating on materials to provide a collection management service that ensures resources are up to date and available to answer queries from Members. The CAS team is part of the overall Library team with the main priority of the team to provide an excellent library service to Members and to manage the legal deposit collections that form the largest and oldest working law library in Scotland.

Key responsibilities include assisting in providing an efficient collection and access service that ensures print materials are processed and made available to Members in a timely fashion. You will be responsible for shelving, filing and tidying the library materials on a regular basis and to assist with stock management and preservation tasks. You will update loose-leaf works on a regular basis, in the Library based in Edinburgh, and also remote court locations in Edinburgh & Glasgow.

The successful candidate must have a basic school education of four National 4 or 5's (or equivalent), including English and Maths. A library qualification and/or experience in a law-related or other special library would be desirable. The successful candidate will have good interpersonal skills, a good team player with the ability to prioritise and manage conflicting demands. Good communication skills and the ability to demonstrate a logical approach to find solutions are also essential.

To apply for this vacancy, please [click here](#) to download the Application Form. Please submit your completed Application Form via the [recruitment site](#).

Closing date: 5.00pm on Tuesday 13 February 2024