



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:	Head of the Library
Reference:	24.13
Salary:	Grade 1a: £62,187- £75,588 per annum <i>All new appointments will be made at the start of the salary scale</i>
Hours:	35 hours per week, Monday - Friday: 9.00am – 5.00pm <i>Operating under a hybrid working policy</i>
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

An opportunity has arisen for a new Head of the Library following the retirement announcement of the current postholder. The role will encompass strategic leadership for the Advocates Library and the library team. A demonstrable track record of robust strategic leadership and operational management is required, as is experience in change management and initiatives for continuous improvement methods to modernise the library.

This role sits within the Senior Leadership team and, at its core, is about managing the Advocates Library effectively and efficiently. It is a varied, exciting and challenging position for those interested in the future of the Advocates Library. The role is based in Edinburgh and reports to the Chief Executive Officer.

We are looking for candidates who will provide strategic and operational leadership for the Advocates Library and the team, including:

- To manage the Advocates Library in an effective and efficient manner, implementing existing, and developing new, policies in consultation with the CEO and as part of the Faculty/FSL Senior Leadership team, and also in consultation with the Keeper of the Library and the advisory group of Curators.
- To have overall responsibility for the services provided by the Library team and drive the strategic direction of the library.
- To implement and develop library plans and policies with the Library team.
- Ensure compliance with current legislation, regulations and ethical standards regarding copyright, licenses, information, and data.
- To represent the library at all appropriate internal and external bodies.
- To discuss and undertake any project reasonably raised by the Keeper of the Library or the CEO.
- Attendance and participation in strategy meetings.

- Leadership and support ad hoc projects and change management initiatives.

The successful candidate will have a degree or post-graduate qualification in library studies which is essential, with a minimum of ten years' experience of working in a professional library of which five years should be at senior management level. They may have fewer years' experience, provided they possess the necessary skills for the role.

The successful candidate must have experience of working in a leading role within a professional service and be able to demonstrate exceptional influencing, leadership and change management skills along with a natural ability to lead and inspire whilst building trust and confidence. They will exude enthusiasm, resilience and have a proven track record of working in a strategic role. Experience in a law-related or other special library or information service would be advantageous. Importance will be placed on the ability to quickly build relationships, at all times acting with integrity and sensitivity towards the Scottish Bar. Experience of working in a leading role within a professional library is desirable.

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: 12.00 noon on Wednesday 24 April 2024