



# **COUNCIL OF LEGAL EDUCATION**

## **HUGH WOODING LAW SCHOOL**

GORDON STREET, ST. AUGUSTINE, TRINIDAD, W.I.

### **POST OF LAW LIBRARIAN**

### **HUGH WOODING LAW SCHOOL**

The Council of Legal Education invites applications for the post of Law Librarian, Hugh Wooding Law School in Trinidad and Tobago. The Law Librarian manages and oversees all aspects of the operations of the Law Library.

The successful candidate will be expected to assume duties on August 1, 2024. It is a full-time position and the appointment will be on contract for three (3) years in the first instance and is renewable.

#### **QUALIFICATIONS AND EXPERIENCE:**

1. Master's degree in Library and Information Studies
2. LLB Bachelor of Laws Degree

Applicants must have at least ten (10) years post qualification experience and five (5) years in a progressively responsible managerial position in a law library or in a library with a strong legal collection. Candidates must have specific competence in collection development and the delivery of legal information services as they relate to the teaching, research and practice needs of the region.

#### **SPECIAL EXPERTISE/AREAS OF CONCENTRATION:**

- (1) Applicants must demonstrate a high level of law library and legal information management skills as evidenced by the positions held in previous law library employment.
- (2) Good knowledge of the primary and the secondary legal information resources of the region and the capacity to identify, source and establish the communication channels for the receipt of these materials.
- (3) Very good knowledge of legal online resources and services and the ability to evaluate, use and demonstrate the use of these resources and services to faculty and students.
- (4) Previous experience in establishing and maintaining library management systems, databases and other information technology resources commonly used in law libraries.
- (5) Good knowledge of ICTs to manage the development of projects utilising technology for the delivery of legal information services for faculty and students.

**SPECIAL REQUIREMENTS:**

Candidates will be expected to demonstrate the following:

- (1) Ability to develop policies and procedures to support the core functions of teaching and research in a professional legal education institution.
- (2) Experience and knowledge of the legal bibliographic tools and the ability to demonstrate use of these tools.
- (3) Ability to manage the performance of library staff and to determine training requirements.
- (4) The ability to determine the strategic ways in which to expand the Law School's Legal Information Services to satisfy the legal information needs of the region in the administration of justice.
- (5) Evidence of professional activity as a Law Librarian and commitment to ongoing professional development.
- (6) Ability to conduct research and to contribute to the body of literature on library/legal information studies.

**PERSONAL ATTRIBUTES:**

Candidates will be required to demonstrate strong leadership qualities with the ability to motivate a team; good organisational and strategic planning skills; excellent interpersonal and communication skills; decision making skills; and demonstrated ability to work comfortably and effectively as part of a professional team in an academic environment.

**BENEFITS INCLUDE:**

- Competitive Salary
- A Housing Allowance
- A Transportation Allowance
- A Responsibility Allowance
- An Institutional Visit Allowance
- A Study and Travel Grant
- A Book Grant
- Vacation Leave
- Membership in a Contributory Pension Scheme
- Membership in a Group Health Plan

Where appropriate up to five (5) full economy class passages and baggage allowances will be paid on appointment and on normal termination of appointment.

Applicants should submit one copy of their application together with their curriculum vitae, copies of all relevant certificates and the names and contact information of three referees, two of whom must be familiar with the applicant's work.

Application should be sent no later than **February 29, 2024**, to:

**THE PRINCIPAL  
HUGH WOODING LAW SCHOOL  
P.O. BAG 323  
TUNAPUNA  
TRINIDAD AND TOBAGO  
W.I.**

*Only shortlisted applicants will be acknowledged. Information relating to salary and allowances may be directed to the Office of the Principal, Hugh Wooding Law School at 1 (868) 235-4957-9.*