

**Document Production and Library Manager**

**£21,000**

One Essex Court is a leading set of barristers’ chambers specialising in commercial litigation and arbitration. Chambers consists of 100 barristers including 35 Queens Counsel.

Chambers is seeking to recruit a Document Production and Library Manager who is able to demonstrate the following;

* The individual will be required to order text books and manage online subscriptions, with a substantial budget
* Many of our reference resources are online, so the role requires someone who is computer literate
* The online resources include Westlaw, Lawtel, ilaw and LexisNexis, so any knowledge of these platforms would be useful (training will be provided if not)
* Photocopying and printing of potentially large volumes of materials as part of the document production role.  This may involve helping to assemble multiple copies of bundles of documents for use in court proceedings, so attention to detail is a critical skill
* Producing files of authorities or procuring obscure text book references for use by barristers in court proceedings, often to urgent and hard deadlines
* Whilst the role is essentially office based, there will be requirements to visit legalbook stores and the Inn libraries, and deliver materials around chambers Correspond and meet regularly with the Library Committee from time to time (essentially a small barrister committee which overseas the procurement of knowledge resources)
* Reporting to the Senior Clerk and the Head of Administration

The hours for this position are 8:30am to 5:30pm and holiday entitlement is 25 days per annum.