



JOB DESCRIPTION

Title:	Information Officer
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Head of Research & Information and Knowledge Support
Department:	Research & Information and Knowledge Support (RIKS)
Purpose of job:	Deliver high-quality research, current awareness and information services using a combination of professional research expertise, traditional information resources and approved AI-enabled research tools. Delivery those services to lawyers and business services professionals as part of a larger research and information function

Specific duties:

Research & Enquiries:

To carry out legal, regulatory, market, company and business research, in response to enquiries from lawyers and business services teams. To do this, you will need to be effective at retrieving information from electronic and hard copy sources, including the use of approved AI-enabled research tools. To validate and verify outputs and present the results in a clear, succinct format, as required and to deadline.

Current Awareness services:

To deliver current awareness and alerting services. Monitor relevant legal, regulatory, market and industry developments, then disseminate via updates, bulletins and other awareness products. Contribute ideas for enhancements to these services.

General administration duties:

To deal with regular, related administrative duties such as periodical circulation, filing, book -processing and cataloguing, and to keep the main library and department libraries in good order.

Training and user support:

To support the RIKS team in providing legal research and induction training to fee-earners, delivering inductions and specialised trainee training and ad hoc sessions as required. Promote effective use of the firm's research resources and assist with access requests.

Knowledge Management:

Kingsley Napley LLP | 20 Bonhill Street, London EC2A 4PU | enquiries@kingsleynapley.co.uk | +44 (0)20 7814 1200

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To support knowledge management initiatives where required, for example, assisting KMs and knowledge lawyers with knowhow organisation, maintenance and retrieval.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

PERSON SPECIFICATION

Job Title: Information Assistant

	<u>Essential</u>
Knowledge and Technical Ability	• Previous experience in a legal or professional services environment is essential • Experience of legal information research resources is essential • Able to demonstrate knowledge and expertise in this specialist area, with excellent research skills • Presents information in a clear, logical and structured manner with accurate spelling and grammar • Experience of know how systems/databases would be advantageous • Excellent administration and organisational skills • Has a keen interest to develop knowledge and broaden their skill base to contribute to the business
Client Care	• Acts as a trusted point of contact within the team and deals with others in a professional manner • Has a high standard of work and ability to complete work within agreed timescales • Proactive approach to managing flow of work • Ability to deal with high level workloads and changing priorities • Ability to remain calm under pressure and in demanding situations • Ability to work in a proactive and collaborative manner
Firm wide Skills	• Intermediate knowledge of Outlook, Word and Excel • Has an awareness of the importance of client confidentiality, information security and data protection • Demonstrates commercial awareness
Attributes	• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment • Takes a cooperative and enthusiastic approach within a team and is willing to help others and promote positive team relations • Communicates effectively at all levels, both verbally and written • Shares knowledge and information within the team • Reliable with excellent timekeeping • Self-motivated.

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.