

## LIBRARIAN

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

### POSITION OVERVIEW

We are currently seeking an experienced and skilled Librarian to join our Toronto office. Our team of researchers provides a broad range of high-level services to all of Torys' offices, such as legal and business research, reference, current awareness and media monitoring, teaching and training, and a variety of other support activities. We will consider junior or senior candidates. Compensation will be commensurate with qualifications.

### KEY ACCOUNTABILITIES

- Actively collaborate with lawyers, students and staff to provide sophisticated and in-depth research, analysis, reference and other legal and non-legal information services.
- Provide consultation and research guidance and assistance to lawyers, students, and staff in the conduct of their own research.
- Work with Library staff and other departments to design and provide formal and informal teaching, training and orientation programs in research methodology and resources.
- Provide current awareness updates through tracking legislative changes, case law alerts, and media monitoring.
- In cooperation with Library management and staff, develop and maintain robust value-added programs to support the research needs of the Firm and its clients (such as bulletins, practice group presentations, or direct client services).
- Assist the Practice Solutions team in the development, implementation, and promotion of initiatives, programs, collections, precedents, and other resources.
- Aid Library management in the evaluation of new and existing research tools and make recommendations consistent with the Firm's collection development and resource management goals.
- Support the administration of the Library through the provision of technical services as needed.
- Bill time to client matters as appropriate.

### ATTRIBUTES & EXPERIENCE

- Master of Library Science, Master of Information Studies, or equivalent degree in library or information studies; Law degree is preferred.
- Minimum 5 years' experience in a law library, preferably private.



- Must have strong knowledge of the Canadian legal system, legal research methodology, and resources.
- Extensive familiarity with legal systems, legal/business research methodologies, and resources of the United States and Commonwealth.
- Expertise in using online research tools and resources.
- Teaching and training experience.
- Excellent interpersonal skills with the proven ability to work well both independently and collaboratively within a team environment.
- Strong organizational and time management skills with a keen attention to detail. Able to effectively prioritize and meet multiple deadlines in a high pressure environment.
- Superior analytical and problem solving skills with a demonstrated ability to work creatively and with flexibility in a dynamic environment.
- Committed to high standards of excellence in service deliveries.
- Excellent communications skills with a proven ability to facilitate the exchange of knowledge amongst diverse groups and audiences.
- Strong client service skills with an ability to innovate and improve methods and approaches.
- Proficiency in French is desirable.

**HOW TO APPLY:**

*Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto:firmadminrecruiting@torys.com)).*

*We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.*

*At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Ruth Hawkins](#), Manager, Human Resources.*