

**University of London  
Job Specification**

**Job Title:** Executive Officer (British and Irish Legal Information Institute)  
**Department:** School of Advanced Study  
**Section:** Institute of Advanced Legal Studies  
**Level:** 06 (CTS)

<b>Job Purpose:</b>	Part-time post (40%), fixed term for 18 months with the possibility of extension of hours and term. To assist the Executive Director of BAILII in the efficient, effective and timely operation of the BAILII website and associated records, and in replying to queries from content suppliers and from users. Promotion of BAILII including via social media.	
<b>Job Content:</b>	Percentage breakdown of time spent on each duty or on a related group of duties	%
<p><b>Website and Databases</b></p> <ol style="list-style-type: none"> <li>1. Support the Executive Director in the acquisition, processing, loading, and maintenance of content to the BAILII databases.</li> <li>2. Follow quality control guidelines with respect to the uploading of content to the BAILII databases.</li> <li>3. Assist the Executive Director in dealing with correspondence with content suppliers and undertake follow up actions as directed.</li> <li>4. Help to maintain the BAILII website (adding, deleting and updating web pages).</li> <li>5. Support the Executive Director in preparing educational and explanatory materials about BAILII.</li> </ol> <p><b>Administration and Finance</b></p> <ol style="list-style-type: none"> <li>6. Keep BAILII procedural documents up to date.</li> <li>7. Assist with compiling and monitoring statistics and relevant performance indicators where required.</li> <li>8. Attend BAILII Trustee Meetings as required to report on activity.</li> <li>9. Assist Executive Director with bookkeeping and budgeting, including summaries of income and expenditure for the annual audit.</li> </ol>		

## **Communications and Social Media**

10. Assist the Executive Director in dealing with correspondence with content suppliers and undertake follow up actions as directed.
11. Assist with answering requests for assistance from users of BAILII and responding to and acting on feedback received.
12. In the absence of the Executive Director deal with enquiries and correspondence, deferring responses until the Executive Director's return where necessary.
13. Communicate with staff of BAILII staff and the Institute of Advanced Legal Studies, data suppliers including relevant courts, legal publishers, BAILII supporters and stakeholders, and other organisations on operational matters as required.
14. Maintain a regular, up to date and effective feed of information to users and stakeholders via social media including Twitter.
15. Write social media and web content as required by the Executive Director that is appropriate to the intended audience.
16. Support the Executive Director in preparing educational and explanatory materials about BAILII.
17. Assist the Executive Director in the delivery of a communications plan to ensure content is timely and well-structured.
18. Monitor responses to social media content through tools such as Twitter analytics.
19. Keep records of press coverage and share with Trustees and staff.

## **Projects**

20. Assist in the planning, implementation, execution and evaluation of strategic developments and special projects and relevant funding bids.
21. Develop a knowledge of the sources of legal data and assist in identifying and participating in opportunities to obtain new content.
22. Assist in introducing subject descriptors for judgments.

## **Fundraising and Events**

23. Assist with BAILII events including the annual BAILII lecture.
24. Assist with fundraising activities including events, preparation of bids and communication with supporters.

<p><b>General</b></p> <p>25. Actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.</p> <p>26. Maintain an awareness and observation of fire and health and safety regulations</p> <p>27. Any other duties consistent with both the grade and scope of the post</p> <p>28. Any other duties reasonably required of the postholder by the reporting manager.</p>	
<b>Reports to:</b>	Executive Director, BAILII
<b>Responsible for:</b>	None
<b>Additional demands of the role:</b>	Required to attend Board meetings 3 times a year in the late afternoon. Occasionally required to attend events outside normal working hours, e.g. the Sir Henry Brooke Annual BAILII Lecture. Time off in lieu is given.

<b>Person Specification</b>
<p><b><u>EXPERIENCE &amp; PERSONAL QUALITIES</u></b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Good interpersonal and networking skills.</li> <li>• Able to work independently and as part of a small team.</li> <li>• Prepared to work flexibly in a rapidly changing environment.</li> <li>• Excellent written and communication skills</li> <li>• Excellent copywriting and editing skills.</li> <li>• Able to demonstrate attention to detail.</li> <li>• Commitment to the values of free access to law as set out in the <i>Declaration on Free Access to Law</i>.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Experience of customer service.</li> <li>• Experience of non-profit / voluntary organisations.</li> <li>• Ability to speak publicly at conferences and meetings</li> <li>• Experience of using social media in a professional setting</li> </ul>
<p><b><u>TECHNICAL KNOWLEDGE &amp; SKILLS</u></b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• A competent level of IT skills, confident in the use of office software and email.</li> </ul>

*Desirable:*

- Knowledge of legal databases.
- Experience in website development and maintenance.
- Understanding of computer programming / automated text processing.
- Knowledge of HTML, CSS and JavaScript, SEO.

EDUCATION & PROFESSIONAL QUALIFICATIONS

*Essential:*

- Applicants should hold a Bachelor's degree or equivalent in any subject.
- Some knowledge of the English legal system.

*Desirable:*

- A Bachelor of Law Degree or equivalent qualification relevant to the position or degree in librarianship / information management with some knowledge of legal research

Competency Requirements	Essential	Desirable
Academic Community focus	A	
Adapting to change	B	C
Creativity and innovation	B	C
Interpersonal understanding	B	
Leadership	A	
Managing resources	B	
Organisational commitment	B	
Proactivity and planning	B	C
Problem solving and decision making	B	
Performance Management	A	B
Resilience	B	
Working collaboratively with others	B	C
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <a href="http://www.london.ac.uk/5258">http://www.london.ac.uk/5258</a></p>		