



# GRADUATE TRAINEE RESEARCHER AND LIBRARY ASSISTANT

## Job description

|          |         |             |                               |
|----------|---------|-------------|-------------------------------|
| Location | Bromley | Department: | National Information Services |
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### Overall job purpose

Undertake a variety of tasks associated with the maintenance and continued development of a valued National Information Service.

### Key Responsibilities

- Responding to basic information requests from all offices and service lines
- Update intranet pages using SharePoint
- Assisting the department with money laundering and intelligence checks
- Assist with the provisions of current awareness services
- Filing and general office duties
- Undertake some project research as required independently and as part of a team

### Experience

Good degree in any discipline. The post is aimed for graduates, or those due to graduate in 2019 and who are planning to apply to study for a postgraduate course in Library and Information Studies.

### Skills

- Capable of working with minimal supervision on routine tasks
- Good written / verbal communication skills
- General computer literacy and Microsoft Office tools experience and use
- Excellent organisational skills with an ability to work to deadlines
- Positive attitude towards work with an ability/motivation to learn new skills
- Attentive to detail
- Resilient
- Flexible
- Enthusiastic



Note: This job description reflects the present requirements of the role. As duties and responsibilities change, the job description will be reviewed and will be subject to amendment in consultation with the individual.