

Research Consultant

Blake, Cassels & Graydon LLP (Blakes), one of Canada's largest and most successful law firms, has an immediate opening for a Research Consultant to join the Research Services team within our Practice Innovation department.

The Research Consultant will work closely with the Counsel, Legal Research and other research consultants to complete legal and business research.

We are looking for a candidate with some flexibility in their work hours so we can coordinate research coverage across time zones within Canada. Applicants located in Vancouver, Toronto and Calgary areas will be considered. The ability to work remotely and in-office is required.

Primary responsibilities include, but are not limited to:

- Providing timely, high-quality, focused and complex legal and business research services to lawyers, articling and summer students, law clerks, and staff using numerous print and online resources
- Managing, curating and delivering news alerts using a variety of media monitoring resources
- Researching Canadian and international legal and business issues using case law, legislation, and print and electronic resources
- Providing citation-checking services using knowledge of Canadian and American legal citation rules
- Preparing legislative updates and histories for practice groups, internal client teams and clients

Key Relationships and Stakeholders (Internal and External)

Internally:

- Providing research and reference services to lawyers, articling and summer students, Client Relations & Marketing, and other departments
- Working closely with the other members of the Research Services team in coordinating and completing research requests
- Working closely with members of the Technical Services team regarding print and electronic resources

Externally:

- Working with vendors on the testing, training, implementation and use of electronic products
- Developing relationships with colleagues in other lending libraries

Qualifications

Education/Experience:

- MLS, MIST, MI or equivalent degree from an ALA-accredited institution
- One to two years of experience in a law library environment

Skills/Abilities:

- Knowledge of the Canadian legal system (legislative, judicial and executive), areas and sources of law, court procedures, and the Parliamentary and legislative processes
- Familiarity with the law, legal systems and legal proceedings in the United States, the European Union, the United Kingdom and other Commonwealth jurisdictions
- Knowledge of legal research methodology and legal information sources
- Advanced online research skills, including knowledge of content and functionality of different resources, knowledge of legal taxonomy and the ability to perform sophisticated and complex searches
- Familiarity with business research tools
- Strong problem-solving and analytical skills
- Proficiency in providing one-on-one and group instruction
- Superior organizational and time management skills
- Ability to work under pressure, juggle competing priorities and work on multiple projects simultaneously
- Excellent verbal and written communication skills with strong attention to detail
- Excellent interpersonal skills with the ability to work independently and in a team environment

How to Apply

To apply for this position, please submit your application with your cover letter and résumé directly to our [application portal](#).

Blakes wishes to thank all applicants for their interest. However, only those candidates selected for an interview will be contacted.

Who We Are

At Blakes, we care about our people. We are committed to providing exceptional experiences for not only our clients, but also our employees by fostering an open and inclusive workplace culture. As a winner of Canada's Best Diversity Employers and Greater Toronto's Top Employers awards, we understand the importance of fostering an environment that brings out the best in each person. Our success as a firm starts with the hiring, development and retention of top talent.

Blakes welcomes applications from all qualified applicants. The Firm is committed to maintaining an inclusive work environment composed of people with diverse perspectives, backgrounds, identities and cultures.

The Firm provides accommodation for applicants with disabilities and in respect of other protected grounds during the recruitment process in accordance with applicable laws. Please contact us to request accommodation.