



## **Library Assistant Job Description**

### **Purpose of Position:**

To assist with the library/administrative duties within the Norma Smurfit Library

Reporting to: Deputy Librarian

### **Key Responsibilities:**

- Attending to issue/reader services desk for designated periods
- Dealing with serials module of library catalogue (ALTO)
- Assisting with ordering and receiving new library stock
- Shelving and tidying of library stock.
- Generating and sending of library notices.
- Assisting with reader enquiries.
- Assisting with Library Databases
- Assisting with the use of electronic resources.
- Photocopying of material, when necessary.
- Any other tasks as assigned by the Deputy Librarian/Librarian

### **Key Attributes:**

- Previous experience within a library environment would be desirable but not essential
- Good customer service experience and skills
- Good keyboard skills with working knowledge of windows environment
- Good communication and interpersonal skills.
- Ability to work as part of a small team.
- An interest in electronic media is essential.
- Working knowledge of the internet and online databases would be advantageous.
- Positive approach to continued training.

**Contract:** Fixed term Contract – September 2019 to June 2020  
Includes Evening/Saturday work

**Hours** 16-20 Hours Per week

**Salary** Library Assistant, Support Staff Band €14.00 per hour

**Application Process:** To apply, please e-mail your cover letter and CV in PDF format only, quoting reference number: NCI0837 to [recruitment-dohanlon@ncirl.ie](mailto:recruitment-dohanlon@ncirl.ie) by 5pm, Friday 30th August 2019.

The successful applicant will be subject to Garda Vetting and must not have any convictions under the Sex Offenders Act

### **The importance of Confidentiality**

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### **Candidates' Obligations**

In submitting a completed Curriculum Vitae and supporting documentation, candidates are declaring:

That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.

That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.

Their irrevocable consent to NCI making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.

Their acceptance and confirmation of the entitlement of NCI, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish NCI with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the College.

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

Data Protection Acts 1988 to 2018 and the Freedom of Information Acts 1997 to 2014 as amended

### **Data collected for the purposes of recruitment activities**

NCI conducts recruitment processes to fill vacancies within the college. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter. For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.

#### **Legal Basis for Processing**

NCI 's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.

### **Withdrawal of Consent**

Applicants can withdraw their consent for the processing of their personal data at any time by notifying the College. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.

What we do with your data

People who are directly employed by NCI and are based in Ireland process all the personal data collected for both recruitment and HR purposes.

### **Shortlisting**

HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition. A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited.

### **Sharing of your data**

Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. All such information will be returned to NCI and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of NCI but are engaged for the purpose and are strictly subject to the rules and policies of the College.

### **Access**

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

### **Erasure**

Applicants can request the data held be erased. In this case, the application for a position is considered withdrawn.

### **Rectification**

Applicants can have any incorrect information corrected.

### **Objection / Withdraw**

Applications can object to this information being processed and/or can request to withdraw from the application process

### **Complain**

Applicants can make a complaint to our internal Information Governance and Data Protection Officer

NCI Information Governance and Data Protection Officer  
National College of Ireland, Mayor Street, IFSC, Dublin 1  
Tel (Direct): + 353 1 4498 523 ; Tel (Reception): + 353 1 4498 500

**Email:** [Niamh.Scannell@ncirl.ie](mailto:Niamh.Scannell@ncirl.ie)

And/or make a complaint to the relevant authority  
Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28  
Tel: +353 (0) 761 104 800

National College of Ireland is an equal opportunities employer

