



Milford Care Centre

(Under the auspices of Little Company of Mary)
Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values: -

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

Job Description

JOB TITLE:	Librarian
REPORTS TO:	Head of Education, Research and Quality Department
ACCOUNTABLE TO:	Chief Executive
LOCATION:	Milford Care Centre
QUALIFICATIONS:	Applicants should hold a primary degree plus a recognised postgraduate qualification in library and information studies and have considerable experience of working as a librarian preferably gained in the health or academic sector. A high level of competence in utilising information technology to deliver a high-quality library / information service is also required.

Purpose of Job: To develop and manage to a standard of excellence, the delivery of the information services provided by the library and to support the teaching, learning and research needs of the staff and students who avail of its' services.

PRINCIPAL DUTIES and RESPONSIBILITIES

1. To be responsible for the planning, initiation, development and exploitation of library and information resources in an optimal and competitive manner to meet the needs of the centre in conjunction with the Head of Education, Research and Quality.
2. To provide library and information services to the staff of Milford Care Centre, associated academic staff and students (both undergraduate and postgraduate) of UL and other University partners as appropriate.
3. To ensure that the Library and Information Service works within the spirit of the mission statement of Milford Care Centre.
4. To develop the library print and online collections including acquisitions and cataloguing of resources and the research collection on Lenus.
5. To provide and manage access to core online databases and education / information resources.
6. To educate and train staff and students in the use of information resources and participate in education activities across disciplines.
7. To undertake and deliver advanced and complex literature searches accessing a variety of healthcare sources
8. Provide information required by departmental staff to support patient care, research projects, policy and guideline writing and clinical governance.
9. To lead the review and development of evidence-based Library and Information Service policies and procedures in line with the Standards for Irish Healthcare Library and Information Services (2005) and within the limits of the strategic plans of the organisation.
10. To maintain good relationships and progressive service provision with all the associated departments of the organisation and external partners.
11. To monitor and review library services to ensure their ongoing effectiveness.
12. Administration of Moodle e-learning platform www.e-life.ie including setting up users, managing accounts, user enrolment, course administration and updating content across the site
13. To design and develop e-learning programmes, utilizing a variety of software packages.
14. To develop and curate content for newsletters, library blog and the website as appropriate.
15. To actively participate in continuing education and research activities, accreditation and attend relevant committees as appropriate.
16. To make effective and efficient use of available resources.
17. To maintain as required an asset register of equipment.
18. To ensure that both library staff and users of the service comply with the Organisations' Health and Safety requirements.
19. To provide an annual departmental report and such other reports as may be required from time to time.
20. To keep up to date on developments in information technology relevant to the maintenance of a high-quality library and information service.
21. To develop key performance indicators for the library service.
22. To foster a flexible approach to service delivery.
23. To advise on/promote/organise/participate in, as appropriate staff development programmes and external education courses.
24. To search for and source evidence e.g. journal articles for staff as required.
25. Other duties appropriate to the post as may be assigned from time to time.

26. A working knowledge of the General Data Protection Regulations (GDPR) as they apply to the post holder in the context of his/her work.

HEALTH AND SAFETY

1. To be familiar with the *Safety Statement Milford Care Centre and the Safety, Health and Welfare at Work Act, 2005*.
2. To ensure that the working environment is a safe and hazard-free zone.
3. To ensure that all equipment is maintained in a safe working order.
4. To investigate all accidents and incidents, reporting them to the appropriate personnel, along with relevant documentation, in a timely manner.
5. To be aware of the policy in relation to fire prevention and the procedure to be followed in the event of fire in *Milford Care Centre* and attend ***fire drills*** on a regular basis.
6. Adhere to the *Milford Care Centre Policy* on Moving and Handling.

PERSON SPECIFICATION

The successful candidate will have:

- Drive to develop high quality library and information services
- Ability to work on own initiative
- Excellent communication and interpersonal skills
- Excellent research techniques specifically to meet health information needs
- Working knowledge of e-learning packages including Moodle, Adobe Presenter, Adobe Captivate and screen casting software or similar.
- Working knowledge of healthcare databases
- An aptitude for demonstrating, training and teaching
- Flexible attitude to the changing needs of the post and clientele
- Ability to prioritise and deal effectively with a number of tasks simultaneously
- Ability to meet deadlines
- Ability to co-ordinate library service volunteers

TERMS AND CONDITIONS OF EMPLOYMENT

1. The appointment is **temporary, fixed time (22.5hrs) for 6 months**.
2. The appointment will cease on attainment of the age of 65 years.
3. The person appointed will be required to serve a probationary period of 12 months.
4. Salary from **€42,773 – €48, 222 (LSI (1): €49,801, LSI (2) €51,375) per annum, pro rata** (scales as of September 2019)
5. The person appointed must give a minimum of two months notice in writing of intention to resign.
6. The person appointed will work 22.2 hours per week, with work patterns spanning Monday – Friday.
7. Annual leave entitlement: 26 working days per annum pro rata
8. The principal duties of the post will be in accordance with the attached job description which may be revised from time to time.

Staff Member's sign-off sheet

I have read, fully understand and accept the criteria and guidelines laid down in this Job Description for the position of Librarian in Milford Care Centre and accept that there is a requirement to be completely flexible in the role and that the role will be evolving in light of developments and changes within the Health services.

SIGNED: _____ DATE: _____

(Staff Member)

SIGNED: _____ DATE: _____

(On behalf of Milford Care Centre)

Note: The above list of Responsibilities/Duties is not exhaustive and as such will be subject to review on an ongoing basis and may be changed in accordance with service requirements.

January 2020