

Candidate Brief for the position of:

**Assistant Librarian - Grade VI**

3 Year Fixed-term whole time

Reference: P20.06

*Recruiting Difference; Reflecting  
Diversity*

**Infinite  
Possibilities**

## TU Dublin at a glance

The new University – formed by a merger of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) under the Technological Universities Act 2018.

- Ireland's largest university with over 28,000 Students
- Over 3,000 International Students
- Over 3,000 staff members of academic, administrative and support staff
- Annual budget circa €200 Million
- Only University in Ireland to offer programmes from Level 6 to Level 10 on the qualifications framework
- Over 150 Sports & Student Societies
- Over 1,000 Research Community
- 3 Incubation Centres

For further detail, please see <http://www.tudublin.ie/>

## **TU Dublin - A New University for a Changing Ireland**

TU Dublin is Ireland's first Technological University - an exciting new milestone in Irish Higher Education and spans the largest population centres of Ireland's capital city. Building on the rich heritage of its founding organisations, TU Dublin is inclusive and adaptable, creating educational opportunities for students at all stages of their lives.

Academic excellence in science, the arts, business, engineering and technology converge in TU Dublin to create the leaders of tomorrow. Our 28,500 students learn in a practice-based environment informed by the latest research and enabled by technological advances, with pathways to graduation from Apprenticeship to PhD.

Our thriving research community is engaged in applying innovation and technology to solve the world's most pressing challenges, collaborating with our national and international academic partners and our many networks in industry and civic society.

Dedicated staff offer an inclusive and welcoming learning experience and TU Dublin students develop as socially responsible, open-minded global thinkers who are ambitious to change the world for the better. As graduates, they will be enterprising and daring in all their endeavours, ready to play their part in transforming the future

## **Job Description**

### **Role Overview**

The Library is the dynamic information and learning hub on campus, which responds to the changing needs of users and having professional staff is critical to its development. This post is a critical role and the post-holder would be expected to assist in the planning for future needs and developments. To this end the Assistant Librarian would be expected to research, develop and introduce new products and services to the Library. The Assistant Librarian will assist in the delivery of Library and information services in support of the teaching and research requirements of the University and will be responsible for the day-to-day administration and operation of the Library, under the guidance of the Librarian.

The Assistant Librarian will be required to deputise for the Librarian from time to time.

## Principal Accountabilities

- To assist in the development and implementation of new products, Library guides and online information literacy tutorials.
- To organise, promote and participate in both internal and external user education/information literacy programmes.
- To organise library material in respect of cataloguing and classifying.
- To implement policies, rules and regulations to facilitate the appropriate and efficient use of Library resources by students and staff.
- To carry out user surveys.
- To participate in the delivery of an information enquiry service to the University community and regional interests.
- To participate in all committees/groups on which the appointee is a member or is assigned.
- To prepare and assist in the preparation of such reports as are required from time to time.
- To handle special cases at the circulation desk.
- To identify, and where appropriate, be responsible for, the training needs of staff.
- To develop an outward facing and progressive library profile via the various library communication channels, website and external engagement
- Other ad hoc tasks and duties as requested

## Person Specification

***The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities as outlined below:***

### **Knowledge and Experience (Essential)**

- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at 5 the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise
- Must hold an honours degree together with a post graduate qualification in Library and Information Studies
- Minimum two years' experience of library work

### **Knowledge and Experience (Desirable)**

- Experience of staff supervision
- Experience of working in an academic library environment.

### **Skills, talents & abilities**

- Excellent communication, inter-personal and team working skills
- Excellent presentation skills and a keen interest in working with library users in a learning environment
- Flexible, collaborative and co-operative attitude
- Evidence of commitment to relevant professional development
- High levels of energy, commitment and enthusiasm
- Excellent organisation and administrative skills and the ability to prioritise work
- Strong analytical skills
- Strong decision making ability

## **Eligibility to compete**

### **Former Public Service employees:**

Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

## **Terms and Conditions of Employment**

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

### **Tenure**

This post is offered on a 3-year fixed-term whole time basis. This post has arisen due to the resignation of the original post holder.

### **Location**

This post is currently located in TU Dublin, Blanchardstown. This appointment is a University appointment with role and location being related to the Blanchardstown campus in the first instance. The principal place of work may transfer to other campus locations in due course. The role may change following development of the permanent organisational structure.

### **Salary**

The successful candidate will be appointed at the relevant point of the Senior Staff Officer Salary Scale. Remuneration may be adjusted from time to time in line with Government pay policy. Incremental credit may apply in line with University Policy.

### **Hours of work**

A 37-hour working week is in operation. This can be reviewed by collective agreement, with the Minister for Education & Skills. Having regard to the nature of the work, attendance outside these hours may be required from time to time.

## **Probation**

The terms of the University's Staff Induction and Probation Policy will apply.

## **Annual Leave**

Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 27 days per annum this is inclusive of the University closure days.

## **Retirement**

This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment.

Applicants should note that they may be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

## **Sick Leave**

This appointment is subject to the University's Sick Leave Policy for Officers of the University.

## **Other conditions:**

## **Nature of the post**

The post will be on a fixed-term and pensionable basis, subject to the terms of the provisions of the Technological Universities Act 2018.

# **Application Form**

Applications will be accepted through the online application service at [www.tudublin.ie/vacancies](http://www.tudublin.ie/vacancies). A CV will be required in addition to the application form.

All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

## Closing Date

The closing date for applications is **5pm GMT on Friday 20<sup>th</sup> March 2020**. Late applications will not be accepted.

## Contact information

For queries relating to the post, please contact Aidin O Sullivan on [aidin.osullivan@tudublin.ie](mailto:aidin.osullivan@tudublin.ie)

For queries regarding the application process, please contact Linda Fitzpatrick at (01) 885 1102 between 9.30 and 5.00pm, Monday to Friday or email [linda.fitzpatrick@tudublin.ie](mailto:linda.fitzpatrick@tudublin.ie)

## Further Information for Candidates

Canvassing will automatically disqualify.

You are also advised that you can only submit one application per competition. Should you have any issues with your submission, please contact us.

TU Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

In accordance with TU Dublin's Protection of Children and Vulnerable Adults policy, all candidates applying for a post will be required to disclose previous convictions or pending prosecutions on the Application Form. Candidates applying for a position in a Designated Area will be required to undergo Garda Vetting as part of the selection process. Decisions regarding appointments may be made by University Management based on the candidate's declaration.

The University may require candidates to undertake a pre-employment medical with an Occupational Health Physician. Normally pre-employment medicals are required for positions with a duration of one year or more. The primary purpose of the pre-

employment medical is to assess an individual's fitness for a particular position or occupation with regard to the requirements for that post. TU Dublin will have regard to its obligations under the Disability policy to make reasonable accommodation for a candidate.

A conditional offer of employment may be made to the successful candidate(s) **subject to** submission and verification of required evidence of qualifications, professional experience, references, pre-employment medical, Garda Vetting as appropriate. No appointment will be made unless Human Resources verify a candidate's academic qualifications and/or evidence of professional experience required for the role. In this regard, where a qualification and/or professional experience is an essential criterion, candidates will be required to provide original academic transcripts, parchment and original statements from previous employers. The cost incurred by an applicant for requesting an academic transcript will not be covered by the University. The University reserves the right to verify documentation with the relevant bodies/employers.

Appointees are also required to furnish:

- as evidence of age, a certified extract from a Public Register of Birth or passport;
- Proof of PPS Number (e.g. social services card)

### **Appeals:**

If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the Resourcing Manager (referred to as HR Management throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the **Appeal Form** to HR Management. The completed Appeal Form must be submitted no later than 5 working days of the date upon which written notification to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent. Further details in relation to the University's

**Recruitment, Selection & Appointment Policy**, including details in relation to the Appeals Procedure, can be found at the following **link**: [Recruitment, Selection and Appointment Policy](#)

## Guidance on completing the Application Form: Hints and Tips

*“Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University’s mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts”*

Extract from TU Dublin’s Recruitment, Selection and Appointment Policy

**The following section is designed to give advice to candidates on how to make their best application.**

1. In accordance to TU Dublin’s commitment to equality of opportunity for all job applicants, if you have a disability that prevents the use of the online system, you will be supported in your application and HR will send you an application pack. You are asked to request any reasonable accommodation in sufficient time to ensure you can participate fully in the process.
2. In order to make a valid application for the post advertised, you must complete all sections of the Application form and you must also submit a CV. In relation to Academic or Research posts, unless otherwise directed in this document, you should limit the number of publications/attachments to a maximum of three.
3. In Section E of the application form, you are asked to provide the details of two referees. If we contact your referees (following interview) they will be given a copy of the job description for the post and the requirements of the role and in this context, they will be asked to comment on your professional work/ability and on your character. TU Dublin also reserves the right to contact referees directly.

4. In the supporting statement, at Section F, you have the opportunity to highlight particular skills, competencies, achievements and personal qualities to support your application. This section carries a word limit of 2,000 characters including spaces. You should adhere to this word limit if you choose to submit this statement by uploading a word document.

5. TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information provided clearly and fully describes how you satisfy the essential, desirable, and any of the other role requirements set out in the Person Specification. It is important to ensure that your application clearly demonstrates that you hold the qualifications, knowledge and experience required for the role.

Normally, the number of applications received for a position exceeds that required to fill existing and future vacancies of the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, TU Dublin may decide that a number only will be called to interview. In this respect, TU Dublin provides for the use of a shortlisting process to select a group for interview who, based on an examination of the applications appear to be the most suitable for the position. The Selection Board will examine the applications against a pre-determined criteria based on the requirement of the position as advertised. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. **With that in mind, it is therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

6. Where possible TU Dublin will indicate the anticipated Interview date within the candidate brief. It is the University's preference that candidates attend for interview in person. However, if you reside outside the island of Ireland or if you will be temporarily abroad on the date of the interview, TU Dublin may facilitate video conferencing which you must request if you are shortlisted and invited to interview. It is your responsibility to provide the conditions appropriate to an interview setting at the agreed interview date and time, and that you have access to compatible technology to allow the interview to take place.

7. TU Dublin will not accept a late application. Most competitions are open for up to three weeks. You will not be able to submit an application on the online system once the deadline is passed. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing time.

8 For further information regarding TU Dublin please log onto <https://www.tudublin.ie/>