


Job Specification

LIT
LIMERICK
INSTITUTE OF
TECHNOLOGY

Library Assistant II – Grade IV

Vacancy ID	001200
Location	Clonmel Campus This post will be primarily be based at the location specified above, but from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses.
Contract Type	Permanent Whole-Time
Reporting to	Institute Librarian or other such person as they may nominate
Competition Type	Open Competition A panel may be formed from this competition
Minimum Qualifications/ Experience	<ul style="list-style-type: none"> • Have the requisite knowledge, skills and competencies to carry out the role. • Be capable and competent of fulfilling the role to a high standard; • 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 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
Desirable	<ul style="list-style-type: none"> • 2 Years satisfactory work experience in an academic library
Competencies Required	<ul style="list-style-type: none"> • Excellent IT skills • Excellent communication, inter-personal and team working skills • Good presentation skills • Flexible, collaborative and co-operative attitude
Duties	<p>The successful candidate's duties will include the following:</p> <ul style="list-style-type: none"> • To assist in the managing of the day-to-day operation of the library • To assist in efficient use of library resources, for students and staff. • To assist in the supervision of junior staff • To assist in all administration procedures of the libraries. • To assist with maintain and develop the Library's online resource, library collections and other resources. • To assist in organise /promote and participate in both internal and external user education programmes. • To assist in prepare library guides and online information literacy tutorials as appropriate. • To assist in organising library material, cataloguing, acquisitions of library resources. • To assist in/participate in the delivery of an information enquiry service to the Institute community and regional interests. • To assist in developing and monitor special services for students with special needs • To assist in carry out user surveys • To assist in handling special cases at the circulation desk • To undertake other duties as defined by the Institute Librarian or his nominee from time to time
Superannuation (new entrant)	<p>The provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.</p> <p>The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Acts 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001). The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 apply to the post.</p>

	<p>Under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the standard minimum pension age for new entrants who join the public service on or after 1st April, 2004 has been raised from 60 to 65 years, and the existing link for new entrants between age and compulsory retirement in the Institute is abolished. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70</p>
Incentivised Scheme for Early Retirement (ISER);	<p>It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.</p>
Hours	<p>A staff member appointed to this post will have to work a standard working week of 37 hours (net of rest breaks). The post may also requires working late evenings and may also include scheduled Saturday working during term.</p>
Annual Leave	<p>23 days per annum CL 0009/2014</p>
Salary	<p>€31,513 - €46,466 (10 points)</p> <p>The rate of remuneration may be adjusted from time to time in line with Government pay policy</p>
Contact Details	<p>The Human Resources Office Limerick Institute of Technology Moylish Park Limerick</p> <p>Web Site: http://www.lit.ie/vacancies Email: humanresources@lit.ie</p> <p><i>LIT is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to family friendly policies for all.</i></p> 
Personal Data	<p>All personal data provided will be handled in accordance with the LIT Data Protection Policy and Privacy Statements available at http://lit.ie/InformationCompliance/Data.aspx</p>