

## Job Specification

**LIT**LIMERICK INSTITUTE  
OF TECHNOLOGY  
INSTITIÚID TEICNEOLAÍOCHTA  
LUIMNIGH

### Library Assistant II – Grade IV

<b>Vacancy ID</b>	001672
<b>Contract Type</b>	Permanent Whole-time
<b>Location</b>	Thurles/Clonmel  This post will be primarily 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.
<b>Reporting to</b>	Institute Librarian
<b>Competition Type</b>	Open Competition
<b>Minimum Qualifications/ Experience</b>	<ul style="list-style-type: none"><li>• Have the requisite knowledge, skills and competencies to carry out the role.</li><li>• Be capable and competent of fulfilling the role to a high standard;</li><li>• Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent <b>or</b> 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 <b>or</b> have appropriate relevant experience which encompasses equivalent skills and expertise</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in cataloguing and classification.</li><li>• Knowledge of cataloguing and classification standards</li><li>• Experience in an academic library.</li><li>• 2 Years suitable Library Experience</li></ul>
<b>Competencies Required</b>	<ul style="list-style-type: none"><li>• Excellent IT skills</li><li>• Excellent communication, inter-personal and team working skills</li><li>• Good presentation skills</li><li>• Flexible, collaborative and co-operative attitude</li><li>• Evidence of commitment to relevant professional development</li><li>• The ability to build and maintain effective partnerships and relationships</li></ul>
<b>Duties</b>	<p>The successful candidate's duties will include the following:</p> <ul style="list-style-type: none"><li>• To assist in the managing of the day-to-day operation of the library</li><li>• To assist in efficient use of library resources, for students and staff.</li><li>• To assist in the supervision of junior staff</li><li>• To assist in all administration procedures of the libraries</li><li>• To assist in organizing/promoting and participation in both internal and external user education programmes</li><li>• To assist with cataloguing of library material according to MARC and RDA standards in consultation with the senior library staff</li><li>• To assist with the maintenance and development of the Library's online resources, library collections and other resources</li><li>• Collaboration with academic departments on online delivery and digital services provision.</li><li>• Collaboration with research offices and academic staff on scholarly communication support and the management of research outputs</li><li>• To assist in preparing library guides and online information literacy tutorials as appropriate</li><li>• To assist in processing and organising library materials</li><li>• To assist in/participate in the delivery of an information enquiry service to the Institute community and regional interests</li></ul>

	<ul style="list-style-type: none"> <li>To assist in developing and monitoring services for students with special needs</li> <li>To assist in carrying out user surveys</li> <li>To assist in handling special cases at the Circulation Desk</li> <li>To participate in library training and continuing professional development</li> <li>To assist in implementing library rules and regulations to facilitate the appropriate and efficient use of library resources by library users</li> <li>Availability to work scheduled evenings and Saturdays as required during Term.</li> <li>To undertake any other duties as defined by the Institute Librarian or their nominee from time to time.</li> </ul>
<b>Superannuation (new entrant)</b>	<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 1<sup>st</sup> 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 1<sup>st</sup> January 2013, <b>The Single Public Service Scheme</b> 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>
<b>Incentivised Scheme for Early Retirement (ISER);</b>	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.
<b>Hours</b>	A staff member appointed to this post will have to work a standard working week of 37 hours (net of rest breaks).
<b>Annual Leave</b>	23 days per annum CL 0009/2014 will apply
<b>Salary</b>	€31,513 - €46,466 (10 points)  The rate of remuneration may be adjusted from time to time in line with Government pay policy
<b>Contact Details</b>	<p>The Human Resources Office Limerick Institute of Technology Moylish Park Limerick</p> <p>Web Site: <a href="http://www.lit.ie/human-resources">http://www.lit.ie/human-resources</a> Email: <a href="mailto:humanresources@lit.ie">humanresources@lit.ie</a></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 work-life balance policies for all.</i></p>
<b>Personal Data</b>	<b>All personal data provided will be handled in accordance with the LIT Data Protection Policy and Privacy Statements available at <a href="http://lit.ie/InformationCompliance/Data.aspx">http://lit.ie/InformationCompliance/Data.aspx</a></b>

