



An Associated College of
Trinity College Dublin, the University of Dublin

Role: Systems Librarian (3 Year Contract)

Grade: Assistant Librarian

MIE Library

The mission of MIE Library is to empower its members' personal, educational and professional growth through a range of services, technology, collections and Library staff dedicated to supporting the teaching, learning and research objectives of the Institute.

MIE wishes to recruit an Assistant Librarian for Systems to support, assess and enhance the delivery of services to staff and students. The successful candidate will provide innovative Library services by engaging in proactive systems support and integration and by building on collaborative relationships with staff and students to ensure the Library's centrality to the mission of the Institute.

This is an excellent opportunity for someone who wishes to pursue a career in an academic Library within the context of a small team of dedicated Library staff in the provision of a high quality and specialist Library Information Service.

Required qualifications and experience:

- A recognised postgraduate qualification in Library and Information Studies
- At least 1 year relevant experience in a Library environment and working knowledge of systems support
- A thorough understanding of the role of an academic Library and the external information environment in which it operates
- Strong IT skills (including analytical & technical thinking skills and good systems troubleshooting skills), a forward thinking approach to technology and a willingness to explore opportunities to develop traditional Library services
- Excellent communication, interpersonal and collaborative skills
- A demonstrable commitment to continuing professional development
- An ability to work both independently and as part of a team
- A willingness to work flexible shift patterns including evenings and weekends

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge
- Professional experience working as a Systems Librarian or similar, with advanced technology and systems knowledge, skills, and experience. These may include one or more areas of Library systems – Library automation/integrated library systems, library technology, search and discovery, Web services, etc.

- Demonstrated understanding of the trends related to the ongoing development of integrated Library systems and of emerging technologies within this area of Library technology and automation.
- Knowledge of cataloguing principles, including MARC and RDA, is desired.

Main Activities/Responsibilities

The Assistant Librarian for Systems will be responsible for:

- Improving services for Library users using technology
- Developing collaborative relationships with the IT Department and with other Library stakeholders
- Advising the Head of Library Services on developments in technology that are relevant to the Library
- Maintenance, upgrading and configuration of the Library Management System and related workflows supporting MIE Library
- Informing the strategic development of the Library with particular reference to Library IT
- Integrating electronic resources into systems to ensure discovery and ease of access on and off campus
- Providing technical guidance and support to staff and students in electronic resource access
- Managing MIE Library website content and liaising with external web-design company as necessary to update and improve it
- Leading systems related projects as they arise e.g. LibGuides, LibCal, reading list software, discovery tools, RFID stocktake, Library Management System evaluation/replacement and Library website usability studies
- Assisting in the evaluation of electronic resources and software to improve the delivery of services, operations and processes
- Liaising with IT services as required to ensure that the IT infrastructure of the Library is aligned with and exploits the IT structures within the Institute
- Ensuring the maintenance and continuous improvement of the Online Public Access Catalogue – Web Interface, liaising with the LMS provider
- Monitoring and evaluating of collections content and usage to ensure development is responsive to user choice and provides the best possible user experience
- Creation of reports and compilation of statistical data
- Assisting at the Library information and circulation desk
- Representing MIE Library at conferences and events as required from time to time
- Assisting in the management and mentoring of Library Assistants and or Student staff
- Any other duties which are appropriate to the post as may be requested by the Head of Library Services

APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION

Method of Selection for Recommendation

- A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility

of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

- Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision
- In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.
- A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.
- Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale; €39,601- €55,542. (8 points)

Salary will be paid on a monthly basis on the last Thursday of each month, using the Pay path facility. This means that salary can only be paid directly into a nominated bank account.

Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Making of Applications

Application by Cover letter and CV only (No special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00pm on Tuesday 19 April 2022. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Marino Institute of Education is an equal opportunities employer.

