

Job Description



**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Grade III – Library Assistant 1

Vacancy ID	002894
Contract Type	Specified Purpose to 31/07/2024
Location	Limerick campus libraries - Moylish and Clare St. This post will be based between both our Limerick Campus Libraries. This post will primarily be based at the locations specified above, but from time to time may require attendance at any of the TU campuses.
Reporting to	The appointee is required to carry out the duties attached to the post, under the day to day direction of a Senior Library Assistant or Assistant Librarian to whom they report, and to whom they are responsible to for the performance of these duties in the first instance, and then to the Head Librarian.
Expected Start Date	November 2022
Competition Type	Open Competition in line with Circular Letters 0007/2017 & 0045/2017 . A panel maybe created from this competition.
Introduction	<p>Technological University of the Shannon: Midlands Midwest (TUS) is Ireland's third technological university and home to 14,000 students and a staff complement of approximately 2,000, full-time and part-time, across six campuses in Athlone, Limerick, Thurles, Clonmel, and Ennis.</p> <p>Established on October 1, 2021, TUS has a strong regional focus and will be a key driver of development and investment across the Midlands and Midwest. The new networked university, linked by the river Shannon, borders on almost half of Ireland's 26 counties and will provide unprecedented levels of access to higher education.</p> <p>We are committed to developing a contemporary and vibrant technological university - a higher education institute that reflects the educational and economic needs of our region and communities we serve. The new technological university will connect knowledge creation with industry partnerships to grow and support collaboration. The technological university will be the home of academic leaders, knowledge creators and cutting-edge researchers who will positively affect people's lives now and in the future.</p>
Qualifications/ Experience	<p>Minimum:</p> <p>Candidates must:</p> <ul style="list-style-type: none">• have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service• be capable and competent of fulfilling the role to a high standard• have obtained at least Grade D3 or H6/O6 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• be at least 17 years of age on or before the date of advertisement of the recruitment competition.

	<p>Desirable:</p> <ul style="list-style-type: none"> • Previous work experience in a library environment.
Competencies Required	<ul style="list-style-type: none"> • Team work • Information Management/Processing • Delivery of Results • Customer Service and Communication Skills • Specialist Knowledge, Expertise and Self Development • Drive and Commitment to Public Service Values <p>Full details on the Public Appointment Service competencies framework are available here</p>
Principal duties and responsibilities:	<p>Library Assistants work in a variety of areas in the library. Some posts are physically demanding and involve shelving as well as monitoring the study environment and user behaviour. All Library Assistants are scheduled for some desk duties as well as shelving duties. All Library personnel assist in the maintenance of silence and appropriate behaviour in the Library. A strong emphasis is placed on customer service and attention to detail. Library personnel must demonstrate flexibility.</p> <p>Duties may include:</p> <ul style="list-style-type: none"> • Library issue desk duties, including circulation of library items • Assisting library users at our self service kiosks • Dealing with library users queries • Assisting library users to make the best use of library resources and services • Shelving and tidying of collections • Assisting library users with printing, photocopying and scanning • Assisting with the processing of new library materials, including adding to the accession register • Using the Library Management System - Koha and a range of e-resources and online databases • Scheduled to work one to two evenings a week and some Saturday rota duties • Participation in staff training and development programmes • Participation in health and safety procedures <p>The list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that staff function in a flexible manner, and work together as a team. The TU retains the right to assign new duties and/or to re-assign.</p>
Superannuation (new entrants)	<p>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.</p> <p>Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment.</p> <p>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.</p>
Hours	35 hours (net of rest breaks).
Annual Leave	22 days per annum. CL 0009/2014 will apply
Salary Scale	<p>€26,613 - €43,246 (15 points) new entrant scale €28,708 - €43,246 (13 points)</p> <p>In instances where not previously employed or employed after 1st January 2011 in a similar or analogous grade in the public service, appointees will be placed on the new entrant scale. In instances where appointees have had prior experience before 1st January 2011 in a similar or analogous grade, they will be placed on the non-new entrant salary scale.</p>

	<p>The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
<p>Contact Details</p>	<p>The Human Resources Department Technological University of the Shannon: Midlands Midwest</p> <p>Email: humanresources@lit.ie (Midwest)</p> <p>TUS (Midwest) staff who wish to apply must apply via the ESS system.</p> <p>Only on-line e-recruitment application forms will be accepted.</p>
<p>Additional Information</p>	<p>In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, candidates may be shortlisted based on qualifications and suitable experience, based on details given on the application form.</p> <p>We welcome applications from all suitably qualified individuals regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.</p> <p>TUS is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to a work-life balance for all.</p> <p>Canvassing will disqualify.</p> <div data-bbox="842 1003 1098 1137" data-label="Image"> <p>The image contains two logos. On the left is the ECU Gender Charter logo, which is a circular emblem with the text 'ECU GENDER CHARTER' around the perimeter and a stylized figure in the center. On the right is the Athena SWAN Bronze Award logo, featuring the text 'Athena SWAN' in a bold font with 'Bronze Award' underneath it, accompanied by a stylized figure.</p> </div>
<p>Personal Data</p>	<p>All personal data provided will be handled in accordance with the Data Protection Policy and Privacy Statements available from the TUS website.</p>