

Job Description



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


Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Grade VI – Assistant Librarian

Vacancy ID	003577
Contract Type	Specified Purpose up to 15 August 2024
Location	Thurles & Clonmel Campuses, Co Tipperary This post will primarily be based at the locations specified above. The successful candidate will be required to attend other TU campuses regularly.
Reporting to	Head Librarian TUS Midwest
Expected Start Date	June/July 2023
Competition Type	Open Competition in line with Circular Letters 0007/2017 & 0045/2017 . A panel may be created from this competition.
Introduction	<p>Technological University of the Shannon: Midlands Midwest (TUS) is Ireland's third technological university and home to 15,000 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 TU that reflects the educational and economic needs of our region and the communities we serve. The new technological university will connect knowledge creation with industry partnerships to grow and support collaboration.</p> <p>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>
The Role	Assistant Librarian Grade VI - TUS Midwest
Qualifications/ Experience	<p>Minimum: 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

	<ul style="list-style-type: none"> • 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 • Post graduate qualification in librarian and information science. <p>Desirable: Minimum of two years post qualification relevant experience in a university or higher education environment.</p>
<p>Competencies Required</p>	<ul style="list-style-type: none"> • Team Leadership • Judgement, Analysis and Decision Making • Management and Delivery of Results • Interpersonal and Communication Skills • Specialist Knowledge, Expertise and Self Development • Drive and Commitment to Public Service Values <p>Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service available here.</p>
<p>Principal duties and responsibilities:</p>	<ul style="list-style-type: none"> • The management of the day to day operation of TUS Midwest – Tipperary campus libraries under the guidance of the Head Librarian, TUS Midwest • The implementation of all TU library policy rules and regulations. • The direct supervision of all library staff based in Thurles and Clonmel libraries and their work • Library staff roster – Thurles and Clonmel • Library staff training – Thurles and Clonmel • To operate the TUS LMS (Koha) • Oversight and preparation of acquisitions, serials and I.L.L. processing at Thurles and Clonmel libraries • To liaise with other TUS library staff in the development and delivery of library services • To assist with the procurement, acquisition and financial control of new library resources and assets. • To collaborate with all relevant academic departments on the Tipperary campuses for the ongoing expansion of TUS library resources and services. • To support the learning and teaching activities of academic staff in Tipperary

	<ul style="list-style-type: none"> • To support the activities of the Graduate Research Office and Researchers on the Tipperary campuses. • Cataloguing and classification • The preparation of library guides • The development, organisation and delivery of relevant information literacy tutorials both in person and online (via Teams) • The monitoring, collation and reporting of library statistics • To assist with the preparation of library reports and surveys when required • To assist with TUS Library's social media channels • To liaise with administrative and support services in Thurles and Clonmel • To assist with or participate in all committees / groups on which the appointee is a member or is assigned. • Available to work scheduled evenings and Saturdays as required during the academic year • To undertake any other duties as defined by the Head Librarian, TUS Midwest or their nominee
Superannuation	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 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. 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.
Hours	35 hours (net of rest breaks).
Annual Leave	27 days per annum. CL 0009/2014 will apply
Salary Scale	€52,558 - €64,211 (7 points). The rate of remuneration may be adjusted from time to time in line with Government pay policy
Contact Details	<p>The Human Resources Department Technological University of the Shannon: Midlands Midwest Email: humanresources@lit.ie</p> <p>TU Midwest staff who wish to apply must apply via the ESS system. Only on-line e-recruitment application forms will be accepted.</p>
Additional Information	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>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> 
Personal Data	All personal data provided will be handled in accordance with the Data Protection Policy and Privacy Statements available from the TUS website.