

Job Description




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

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Grade VI – Assistant Librarian

Vacancy ID	004293
Contract Type	Specified Purpose
Location	Clare Street Campus, Limerick. This post will primarily be based at the location specified above, but from time to time may require attendance at any of the TU campuses.
Reporting to	Head Librarian – TUS Midwest
Expected Start Date	January/February 2024
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 (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 seven campuses in Athlone, Limerick, Thurles, Clonmel, and Ennis.</p> <p>Established on October 1, 2021, TUS has a strong regional focus and is 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. 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
Qualifications/ Experience	<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

	<p>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;</p> <ul style="list-style-type: none"> • Post graduate qualification in librarian and information science. <p>Desirable:</p> <ul style="list-style-type: none"> • Minimum of two years post qualification relevant experience in a similar position in a university or higher education environment
<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.</p>
<p>Principal duties and responsibilities:</p>	<ul style="list-style-type: none"> • The management of the day to day operation of TUS Midwest, LSAD, Clare St. campus library. • The implementation of all TUS library policy rules and regulations. • The direct supervision of all TUS library staff based in LSAD, Clare St. library and their work. • Staff training - Library personnel. • Collaboration and liaison with other TUS library staff in the development and delivery of library services. • To support the learning and teaching activities of academic staff in LSAD. • To liaise with administrative and support services in LSAD, Clare St. campus. • The expansion of TUS Midwest library resources and services in collaboration with LSAD academic departments and other stakeholders. • Cataloguing and classification. • The preparation and update of library guides. • The development, organisation and delivery of information literacy tutorials both in person and online (via Teams). • To support the activities of the Graduate Research Office and Researchers across TUS Midwest campuses. • To oversee and manage deposits to the University's Institutional Repository on behalf of TUS Midwest researchers. • To advocate for and promote the use of OA and OER resources at TUS. • To monitor, collate and report TUS Midwest library statistics. • To assist to capture research impact via Bibliometrics and Altmetrics. • 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.
<p>Superannuation</p>	<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	A staff member appointed to this post will have to work a standard working week of 35 hours (net of rest breaks).
Annual Leave	27 days per annum. CL 0009/2014 will apply.
Salary Scale	<p>€53,347 - €65,174 (7 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 Department Technological University of the Shannon: Midlands Midwest Email: hr.midwest@tus.ie (Midwest)</p> <p>TUS (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	<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 style="text-align: right;">  </div>
Personal Data	<p>All personal data provided will be handled in accordance with the TUS Data Protection Policy and relevant Privacy Statements available on the website. Enquiries in relation to this should be sent to datacompliance@tus.ie.</p>