

## Job Description



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


Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre Iarthar Láir

### Head Librarian TUS Midwest

<b>Vacancy ID</b>	004252
<b>Contract Type</b>	Specified Purpose (backfill Career Break)
<b>Location</b>	Moylish 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.
<b>Reporting to</b>	The Head Librarian for TUS Midwest campuses will co-lead TUS Library with the Head Librarian of TUS Midlands campus, and report to the Vice President of Student Education & Experience.
<b>Expected Start Date</b>	January/February 2024
<b>Introduction</b>	<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>
<b>The Role</b>	The role of the Head Librarian is to provide a pro-active, cost effective and efficient library and information service and expertise in support of the teaching and research requirements of TUS. The appointee will be joining a dedicated team that are continuing to merge and develop a shared vision for TUS Library as a new technological university library, aligned to the ambitions and goals of the TUS, and deeply connected to, and engaged with, our whole learning community. The Head Librarian will lead on all aspects of merger, integration and strategy in collaboration with colleagues and direct and supervise, as appropriate, the work of members of the library staff to deliver.
<b>Qualifications/ Experience</b>	<p><b>Candidates must:</b></p> <ul style="list-style-type: none"><li>• Applicants should have an honours degree and a postgraduate qualification in Librarianship or Information Science or an equivalent qualification,</li></ul> <p><b>And</b></p> <ul style="list-style-type: none"><li>• at least three years satisfactory experience of library work.</li><li>• Strong interpersonal, communication, relationship-building and management skills are essential.</li></ul>

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in academic/third level environments</li> <li>• Experience of strategic management and planning skills</li> <li>• Evidence of relationship-development across the higher education landscape</li> <li>• Active engagement at national/international level on professional and sectoral level</li> <li>• Awareness of higher education teaching &amp; learning, research and HE policy landscape</li> </ul>
<p><b>Principal duties and responsibilities:</b></p>	<p>The appointee will carry out such duties as are assigned including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• To lead and work with the Library leadership team and the VP on the development of TUS Library and Library Strategy with a priority focus on the TU contexts of TUS, the founding of a technological university library and developing an excellent library user experience.</li> <li>• Contribute to the formulation of overall university policy, to implement and manage the implementation of university policy within the library and to contribute to the overall development of the university and the achievement of its mission.</li> <li>• To plan, initiate, develop and exploit library, scholarly and information resources in an optimal and competitive manner to meet the interests of students, staff, and the region and to ensure that the service is available to users throughout the week.</li> <li>• To plan, at operational level, resource requirements and to prepare budgets and manage the library resource allocation.</li> <li>• To monitor and evaluate the deployment and use of all resources using appropriate performance indicators and ensure the implementation of university budgetary policy.</li> <li>• To lead liaison within the university community in developing relationships, particularly teaching and learning and research and innovation, identifying and acquiring material to support programmes at all levels.</li> <li>• To be responsible for the management, induction, training, motivation and development of library staff and to advise on and participate in recruiting suitably qualified staff.</li> <li>• To advise on/promote/organise/participate in, as appropriate, staff development programmes.</li> <li>• To promote and ensure the smooth running of the Library and to be innovative in the introduction of best practices by library staff for users and to ensure the implementation of university Library rules and regulations.</li> <li>• To promote the library and information service within the university and its region and to promote the library's core academic functions, information expertise and research-engagement as well as a connector internally for TUS and externally to a range of communities and organisations.</li> <li>• To identify opportunities to further improve the cost effective and efficient provision of information services to the university and regional interests.</li> <li>• To identify and develop library links with other library and educational establishments, nationally and internationally including representing the Library as part of THEA Librarians Group, the RUN-EU Network and with the local community and external agencies and make recommendations on the implementation of such links</li> </ul>

	<ul style="list-style-type: none"> <li>• To encourage and facilitate research expertise development, research culture and research programmes, including actively engaging nationally and internationally on collaborative research funding applications.</li> <li>• To oversee the systems and IT infrastructure of the Library and engage in internal and sectoral work on a new Library Management System.</li> <li>• To participate in all committees/groups on which the appointee is a member or is assigned, within TUS or externally on behalf of TUS.</li> <li>• To report and provide information on the services and operation of the Library as required from time to time.</li> <li>• To undertake such duties as may be assigned from time to time by the University authorities.</li> </ul>
<b>Superannuation</b>	<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>
<b>Hours</b>	35 hours (net of rest breaks).
<b>Annual Leave</b>	30 days per annum. CL 0009/2014 will apply.
<b>Salary Scale</b>	<p>€82,110 – €105,605 (9 points).</p> <p>The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
<b>Contact Details</b>	<p>The Human Resources Department Technological University of the Shannon: Midlands Midwest</p> <p>Email: <a href="mailto:hr.midwest@tus.ie">hr.midwest@tus.ie</a> (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>
<b>Additional Information</b>	<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> 
<b>Personal Data</b>	<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 <a href="mailto:datacompliance@tus.ie">datacompliance@tus.ie</a>.</p>