

Job Description



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

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Grade III - Library Assistant 1

Vacancy ID	004772
Contract Type	Permanent
Location	Moylish & Clare Street Campuses, 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 or designated nominee
Expected Started Date	August/September 2024
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 (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	<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. A strong emphasis is placed on customer service and attention to detail.</p> <p>The Library Assistant will be required to assist in the pro-active, cost-effective and efficient delivery of the library service. The Library Assistant will assist in carrying out operational duties under the direction of the Librarian or staff member designated by the Librarian.</p>
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/O6in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have

	<p>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"> • 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. • Good written and oral communication skills. • Excellent PC and organisational skills. • Good knowledge of internet resources.
Competencies Required	<ul style="list-style-type: none"> • Teamwork • 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>Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service.</p>
Principal duties and responsibilities:	<ul style="list-style-type: none"> • To operate and maintain appropriate library systems • To shelve and tidy library materials • To deal with library user queries at the issue desk. • To process and prepare material for the library collection • To assist in User Education on library services • To assist in the production of library helpsheets, user guides, book displays etc. • To assist students with special needs • To assist library users with printing, photocopying and scanning • To assist with the collection and compilation of library statistics • To participate in staff training and development programmes • Scheduled to work one to two evening per week and Saturday rota duties • To assist in the implementation of the Library's rules and regulations • To undertake other duties as may be defined by the Head Librarian
Superannuation	<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	€29,201 - €45,986 (15 points) new entrant scale €31,158 - €45,986 (13 points).

	<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 Email: hr.midwest@tus.ie (Midwest)</p> <p>TUS staff (Midwest) who wish to apply, must apply via the ESS (Employee Self Service) system. Applicants from the TUS (Midlands) can submit an electronic application as an external applicant through the TUS (Midwest) E-Recruitment site. 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 work-life balance for all.</p> <p>Canvassing will disqualify.</p> <div data-bbox="869 1182 1109 1303" data-label="Image"> </div>
<p>Personal Data</p>	<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>