



ASSISTANT LIBRARIAN (SYSTEMS AND ELECTRONIC RESOURCES)

JOB SPECIFICATION AND CONDITIONS OF EMPLOYMENT

1. PREAMBLE

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

The College wishes to fill the position of Assistant Librarian –Systems & Electronic Resources on a full time, permanent basis.

This is a key role within the College Library. The successful candidate will be responsible for implementing, maintaining, supporting and enhancing a wide range of technologies and systems to provide innovative library services and ensure access to the library's extensive range of online information resources. The position provides technical support for key library information systems, including the Capita Library Management System and the Summon Resource Discovery System. The appointee will be highly motivated, proactive and flexible with the ability to support the Librarian, providing effective management and leadership of the Colleges library services and support to the College community. He/She will have a strong commitment to providing a quality library service and will be expected to contribute actively and positively to the further development of the Library.

In order to be considered for this position candidates must have:

- (1) A degree or relevant qualification in Librarianship or Information Science.
- (2) A minimum of 2 years' experience of working in a Library in a position of responsibility.
- (3) Demonstrated experience maintaining, supporting and enhancing integrated library systems including a high level of proficiency in associated IT technologies.

- (4) Knowledge of digital metadata schema, metadata interoperability and industry standards related to electronic resources.
- (5) Demonstrated experience in working with the life cycle of electronic resources including access control, link resolving, consortia relations, URL and A to Z list maintenance.
- (6) Demonstrated experience of technologies relevant to providing remote access to databases and ebooks.
- (7) Demonstrated experience of staff supervision.
- (8) Demonstrated experience of project and change management.
- (9) Strong interpersonal and communication skills.
- (10) Excellent analytical/problem-solving skills and attention to detail.
- (11) The capability of working on his/her own initiative and as part of a team.
- (12) The capability of working to established deadlines.
- (13) Ability to deliver training.

It is desirable that candidates will also have

- (14) Experience working in an academic library or information environment
- (15) Strong IT skills including experience of working in UNIX environment; working with SQL, HTML, CSS, XML and content management systems.
- (16) Familiarity with institutional repositories
- (17) A competence in Gaelige

Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of both essential and desirable criteria.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Librarian, to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance.

The appointee will report through the Librarian to the Vice President Administration and Finance to the College President and/or to such other College Officers as the President may designate from time to time. She/he will liaise with the Deans of Arts and Education, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

- Responsible for the administration, evaluation, coordination and trouble-shooting of library specific technologies.
- Be an expert user of library technologies, systems and digital services and act as a proactive source of specialist advice within the library.
- Administer and configure the Library's integrated library system, comprised of system administration, security, users, profiles, policies, circulation, acquisitions, cataloguing, inter-library loans, serials management and statistical reporting.

- Responsible for the acquisition, management and delivery of electronic resources.
- Manage the Department's budget, including liaising with the Finance Office and the Librarian as appropriate.
- Support library staff in the use of existing technologies as well as the adoption of new and emerging technologies and applications.
- Maintain and update the library's web pages.
- Responsible for administering EZProxy, Summon and Serial Solutions.
- Act as a liaison with the Information & Communications Technology (ICT) Department, other colleagues and third party vendors.
- Generate statistics and reports, including usage reports, when required.
- Oversee the Library Security System.
- Collaborate with library staff at both the Limerick and Thurles campuses as appropriate.
- Identify, evaluate and stay current with emerging trends, resources, practices and standards in electronic resource management, usage statistics, data management, access and discovery to enhance library services.
- Contribution to the planning and general development of library services.
- Provision of support to the Librarian including deputising for the Librarian as required.
- Any other duties as may be assigned from time to time by the College Librarian and/or College Management.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The successful applicant's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the post holder to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the Librarian, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

Apart from the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Librarian to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of Librarian. It is also the duty, in every case, of the appointee to inform the person or body

for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 9 month probationary period. This probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of assignment during the probationary period will be at the discretion of the College.

Hours of Attendance

You will work a **37** hour week. The normal hours of duty are Monday to Thursday, 9.00am to 5.15pm and Friday 9.00am to 4.45pm with a 45 minute unpaid lunch break. The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

The post holder may be required to work evenings and Saturdays on a rota basis.

You will be entitled to a 15 minute paid break in the mornings, with no afternoon break.

You may be required to work additional hours from time to time. No overtime will be paid however; you may avail of TOIL where your working week exceeds 37 hours.

You will be required to comply with attendance recording procedures, including electronic methods, which may be introduced.

Salary

The Salary scale for this position has been approved by the Department of Education & Skills and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

The grade for the post of is Assistant Librarian. With effect from 1st October 2018, the annual salary scale for the grade of Assistant Librarian (Grossed up) New Entrants is:

€ 41,688,€ 44,178,€ 46,207,€ 48,046,€ 49,901,€ 51,736,€ 53,670,€ 55,523

With effect from 1st October 2018, the annual salary scale for the grade of Assistant Librarian (Grossed up) Non New Entrants is:

€ 46,207,€ 48,046,€ 49,901,€ 51,736,€ 53,670,€ 55,523

Salary will be paid on a monthly basis on the 2nd last bank working day of each month, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. Appointees who commenced employment in the public service after 1st January 2013, either for the first time or are re-employed after a break of greater than 6 months will have a mandatory retirement age of 70.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provision of Public Service and Pensions Act 2017.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

Annual Leave

The annual leave entitlement for this grade is 27 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

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Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the College's absence management procedures.

Termination of Employment

At least two calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, it is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear the PPE (Personal Protective Equipment) they have been provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

The person appointed to this post must fully participate in and attend all relevant work related health and safety training as may be required by the College.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work Policy, Examination Rules & Regulations, Policy on Responsible Computing. These policies are outlined on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of the Policies and Procedures.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of all applicants, measured against the pre-determined criteria required of the position.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which all temporary appointments to the position of Assistant Librarian – Systems & Electronic Resources may be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Medical Examination

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to undergo pre-employment health screening.

Garda Vetting

Applicants who are offered an appointment will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment.

Making of Applications

Application forms for this post may be accessed on the Mary Immaculate College website www.mic.ul.ie/about-mic/vacancies. Please fully complete the application form and send to recruitment@mic.ul.ie with the subject title – **Assistant Librarian –Systems and Electronic Resources** no later than:

2p.m. on Friday 19th July 2019.

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

June 2019