



## **Senior Library Assistant Information Services**

### **GENERAL JOB SPECIFICATION Duties and Terms & 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 expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fifteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral level. Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC. 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**

Mary Immaculate College wishes to fill the new position of **Senior Library Assistant** on a full-time, permanent basis.

This is an important role within the College. The successful candidate will be highly motivated, proactive and flexible. The appointee 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.

#### **Essential Qualifications, Experience & Skills:**

- (1) A minimum of two years' experience working in a Library, preferably in a higher education setting or similar environment ;
- (2) Knowledge and experience of Library IT systems;
- (3) Excellent organisational, communication and interpersonal skills;
- (4) Have the capacity to work on their own initiative and as part of a team;
- (5) Ability to work to established deadlines and under pressure;

#### **It is desirable that candidates will also have:**

- (6) A qualification in Librarianship or similar.
- (7) Supervisory management experience;

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.  
Applications are welcome from people who have a positive outlook to Irish.*

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The Senior Library Assistant is required to carry out the duties attached to the post, under the general direction of the Assistant Librarian to whom they report, and to whom they are responsible to for the performance of these duties in the first instance, and then to the Director of Library & Information Services

The Senior Library Assistant will report through the Director of Library & Information Services to the Vice President of Administration and Finance or to such other College Officers as the President may designate from time to time. The appointee will liaise with the Deans of Arts and Education, Heads of Departments, Course Leaders, Heads of Professional Services functions and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

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

#### **Duties and Responsibilities**

The Library is closely integrated with the academic life of the College. This entails providing a wide variety of services, as required by the College staff and students. These services should always be provided in a courteous and efficient manner.

#### **General Duties**

In general, all Library personnel should assist in the good running of the Library, and in the maintenance of appropriate behaviour in the Library. This Senior Library Assistant role is in the area of Information Services and, whilst, in the first instance, the person appointed will report to the Assistant Librarian (Information & User Services), and then to the Director, he/she is very much part of the team providing a smooth running and efficient Library Service across all MIC campus Libraries.

The Senior Library Assistant (Information Services) will liaise closely with the other Senior Library Assistants at all times.

The Senior Library Assistant (Information Services) will be responsible for the performance of the duties outlined below.

#### **Staff Supervision**

- Oversee the daily operations and functions of the Information Service Area
- Train and supervise staff working in the Information Services Area

## **Information Services & Information Literacy**

- Provide teaching assistance to the Assistant Librarian Information & User Service and carry out training of students and/or staff as directed including the delivery of information literacy sessions
- Provide orientation and advice to students and staff on Library services. Assist in the creation and maintenance of online instructional material to produce information guides, leaflets to highlight Information Services, including the availability of subject specific support
- Oversee the management of LibGuides and LibCal and updating Library opening hours.
- Assist with the library orientation programme for new Students and staff on library services
- Assist with referencing support including Endnote and promote and assist with academic integrity education.
- Support academic liaison activities, including preparing resources, maintaining the MIC Reading Lists (Leganto).
- Coordinate the distribution of SPSS software to staff and students in collaboration with the SLA User Services

## **Engagement & Communication**

- Oversee the promotion and marketing of library services, both internally and externally, using a range of technology and approaches including social media, newsletters, email etc.
- Working with SLA User Services, coordinate the requests for library visits or tours and access to the library, liaising as appropriate with the relevant staff member to ensure the request is fulfilled.
- Oversee, in conjunction with SLA User Services, the research, design and promotion of library displays and/or initiatives and events e.g. organise regular book displays relevant to the time of year and campus theme.
- Assist in the evaluation of library services, including user feedback collection and analysis.
- Manage and update the content of the Library Website.
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## **Administration & Service Delivery**

- Maintain procedures manual for process and equipment operations in Information Services
- Manage support to users via the Library's instant messaging service and email monitoring queries
- Respond to a wide range of student and staff queries regarding all aspects of Library service provision from access to and searching of the Library catalogue and online resources to the print collection
- Under the guidance of the Information & User Services Librarian, liaise with publishers and suppliers to organise Information Services events and training sessions

## **Other duties**

- Assist in future planning of Library services
- Serve on College and Library Committees across all MIC college campuses as required
- Liaise with and deputise for SLA User Services as required to ensure the efficient operation of the department
- Provide cover for the SLA Collections Management when necessary
- Collaborate and liaise with library staff at the Thurles Campus as appropriate

It should be noted that in each work area/department within the College, the appointee must work as part of a team. The work is broadly defined under the various headings as listed. The list of the entire range of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one

individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs

#### **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 appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee 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 College, 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.

The appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of the Vice President of Administration and Finance (VPAF) 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 the (VPAF). 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 6-month probationary period. The 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 reviewed through a process of assessment meetings. Termination of the appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

##### **Hours of Attendance**

Full-time working hours are 35 hours per week.

Normal hours of duty are Monday to Thursday, 9:00am to 05:00 pm, with a 1-hour unpaid lunch break each day and Friday, 9.00 am to 4.45 pm with a 45-minute unpaid lunch break. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed the contract hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

### **Salary**

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science 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 002/2024, will commence on the first point of the salary scale.

This post is at Senior Library Assistant grade. With effect from 1<sup>st</sup> August 2025, the annual salary scale for the grade of Senior Library Assistant is:

€38,600 €40,760, €42,740; €44,478 €46,152; €48,417; €50,055; €51,717; €53,296 (LSI); €54,911 (LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

### **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.

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.

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

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. All other appointees will have a mandatory retirement age of 70.

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.

### **Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

In applying for this position, the applicant is acknowledging that they understand that the abatement provisions, where relevant, will apply. It is not envisaged that the College will support an application for an abatement waiver in respect of appointments to this position.

### **Annual Leave**

The annual leave entitlement for this grade is 23 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.

### **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 Colleges absence management procedures.

### **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 attaches the highest regard to the safety, health and welfare of its employees. 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 any PPE (Personal Protective Equipment) that they may be 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.

### **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, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

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

### **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.

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

#### *Shortlisting*

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

*The criteria that will be used to shortlist candidates for this appointment are:*

- A minimum of two years' experience working in a Library, preferably in a higher education setting or similar environment;
- Knowledge and experience of Library IT systems;
- Have the capacity to work on their own initiative and as part of a team;
- Ability to work to established deadlines and under pressure;

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.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

### *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 acting appointments to the position of **Senior Library Assistant** 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.

### **Pre-Employment Health Assessment**

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

### **Garda Vetting**

Successful applicants may 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. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

### **Applicants Outside European Economic Area (EEA)**

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](https://enterprise.gov.ie/en/economic-migration-policy)

### **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website - [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies).

Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Senior Library Assistant** - no later than:

**2pm on Friday, 26<sup>th</sup> September 2025**

The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement of your application form within 2 working days, please contact [hr@mic.ul.ie](mailto:hr@mic.ul.ie).



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 their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

**September 2025**