



## **Senior Library Assistant**

### **GENERAL JOB DESCRIPTION**

#### **Duties and Terms & Conditions of Employment**

#### **1. PREAMBLE**

Mary Immaculate College 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 menu of educational programmes expand 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 ten undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research 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**

Mary Immaculate College wishes to appoint a suitable candidate to the 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.

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

- (1) A minimum of three years' experience working in a Library;
- (2) Knowledge and experience of Library IT systems;
- (3) Excellent organisational, communication and interpersonal skills;
- (4) Be capable of working on his/her own initiative and as part of a team;
- (5) Be capable of working to established deadlines and under pressure;

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

- (6) Experience of working in a Library in a higher education setting;
- (7) A qualification in Librarianship;
- (8) Supervisory management experience;
- (9) A competence in Gaeilge.

**Candidates must indicate clearly in their applications how they meet each of these pre-requisites. Candidates will be shortlisted on the basis of these criteria.**

*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.*

*Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.*

### **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 he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance, and then to the College Librarian.

The Senior Library Assistant will report through the College Librarian to the College President and/or to such other College Officers as the President may designate from time to time. He/she 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 areas of Collections and Systems and, whilst, in the first instance, the person appointed will report to the Assistant Librarian (Collections Management) and the Assistant Librarian (Systems and Electronic Resources) for different aspects of the role, and then to the Librarian, 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 (Collections & Systems) will liaise closely with the other Senior Library Assistants at all times.

The Senior Library Assistant (Collections & Systems) will be responsible for the daily running of the Collections Department and for the performance of the duties outlined below.

## **Collections Management & Systems**

The Library Technical Services environment is continually evolving to meet changes and developments in the provision of services and products for staff and students. Development in this area continues to be a strategic priority for the Library. The Senior Library Assistant will play a key role in assisting the Assistant Librarians' in Collections and Systems with the ongoing development and expansion of services in these areas, including the incorporation of developing technologies and workflows.

## **Staff Supervision**

- Train and supervise staff working in the Collections Department

## **Administration & Service Delivery**

- Oversee the work of the Collections department in the ordering and receipt of print and electronic books and journals and audio-visual items, using the library management system and the college financial management system
- Assist with the day-to-day routines associated with the Library Management System and other library systems where required
- Oversee and report on departmental budget spending, including liaising with the Finance Office
- Produce regular Collections and Systems statistics and reports as required
- Maintain procedures manuals for process and equipment operations
- Oversee the ordering and receipt of stationery and supplies
- Oversee and manage the downloading of records from external databases such as Talisbase.
- Under the direction of the Assistant Librarian Collections Management create metadata for bibliographic records in the library catalogue to required standards
- Assign and authorize appropriate subject headings to records
- Oversee the updating and maintenance of links to electronic resources to ensure the provision of a seamless service to library users.
- Oversee the creation of metadata for bibliographic records in the Mary Immaculate Research Repository (MIRR).
- Oversee the receipt, organisation and copyright clearance of material for inclusion in the MIRR.
- Under the guidance of the Assistant Librarian Collections Management, contribute to the development of policies and procedures in the area of Collections Management
- Manage the Department's Sharepoint and library web pages as required

## **Stock Maintenance**

- To oversee the upkeep and processing of physical collections and donations
- In partnership with User Services, identify and plan for stock, furniture and shelving movements as required

## **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 provide cover for the SLA User Services and the SLA Information Services as required to ensure the efficient operation of the library
- Collaborate and liaise with library staff at the Thurles Campus Library as appropriate
- Liaise with User Services regarding library signage
- Participate in evening, weekend and lunch-time rota duties as required

The list of duties and responsibilities of this post are broadly defined and the list 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 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 9 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 monitored through a process of assessment meetings. Termination of appointment during the probationary period will be at the discretion of the College. An

abridged version of the disciplinary procedure will apply to employees on probation who have been employees of the College for less than 12 months.

### **Hours of Attendance**

Full time hours are 37 hours per 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. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on a rota basis to accommodate service needs. No overtime will be paid but “Time-Off-In-Lieu (TOIL)” will be allowed where the 37 hour week threshold is exceeded.

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 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 Senior Library Assistant annual salary scale with effect from 1<sup>st</sup> January, 2020 is:

€30,895; €32,852; €34,645; €36,219; €37,735; €39,787; €41,271; €42,772; €44,163 (LSI) ; €45,555 (LSI)

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. 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. Details of the regulations concerning the Colleges’ of Education Pension Scheme may be obtained from the College’s Human Resources Office.

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.

### **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**

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. 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 & Skills 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 policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, 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 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 permanent and temporary 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.

## **Medical Examination**

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**

All successful applicants 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**

Applications must be submitted in typed format. Handwritten applications will **not** be accepted. Incomplete applications will **not** be accepted.

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 [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie).

Application forms for this post may be accessed on the Mary Immaculate College website [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies).

Please fully complete the application form and send it to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title – **Senior Library Assistant** - no later than:

**2p.m. on Friday 31<sup>st</sup> January 2020**

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.

*January 2020*