



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

SENIOR EXECUTIVE LIBRARIAN/LEABHARLANNAÍ FEIDHMIÚCHÁIN SINSEARACH

PERMANENT WHOLETIME (COMP. I.D. 010728)

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY 18TH JULY 2024**

Job Description

The Position:

The Senior Executive Librarian is a professional management position (Grade 7) in Dún Laoghaire Rathdown County Council which requires high-level professional library and management skills and includes strategic and operational elements. The Senior Executive Librarian is a member of the Libraries management team and reports to the County Librarian. The Senior Executive Librarian is expected to contribute to the development and implementation of forward-thinking strategies and to work closely with other staff and teams to deliver high-quality services to the public.

The ideal candidate will:

- be able to lead and manage a team effectively to achieve a common goal, ensuring strong governance standards and ethics standards are adhered to and maintained.
- be capable of working closely with other Council Departments and with outside agencies.
- demonstrate relevant administrative experience at a sufficiently high level.
- have a career record that demonstrates an ability to manage and supervise staff.
- have a satisfactory knowledge of public service organisation in Ireland.
- have a strong understanding of the role of the Senior Executive Librarian and the future development of library services.
- understand the changing environment in which Dún Laoghaire Rathdown County Council operates and be capable of adapting to change in order to deliver quality services to our citizens.

- have the ability to provide excellent customer services and have a good understanding of Dún Laoghaire Rathdown County Council's Customer Service Plan and Citizens Charter.
- have the ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS).
- have strong interpersonal and communication skills.
- have a good understanding of the role of digital technologies in the delivery of public library services.
- be self-motivated with the ability to work on their own initiative.
- have the ability to manage administrative functions, including preparation and management of budgets.
- have good knowledge and awareness of Health and Safety legislation and regulations, the implications for the organisation and the employee, and their application in the workplace.

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QUALIFICATIONS

1. CHARACTER:

Each candidate shall be of good character.

2. HEALTH:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

To satisfy the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

3. EDUCATION, EXPERIENCE ETC:

Each candidate, on the latest date for receipt of completed application forms must:-

- Hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies
- Have satisfactory experience of library work including satisfactory experience at a management level

4. EXPERIENCE

Each candidate must satisfy the local authority that they have adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which they are a candidate.

SENIOR EXECUTIVE LIBRARIAN COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Senior Executive Librarian. Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies. • Embeds good governance practices into operational plans and outputs. • Develops and maintains positive and productive professional relationships both internally and externally to the local authority to enhance service delivery. • Effectively manages change, fosters a culture of creativity in employees, and overcomes resistance to change
Delivering Results	<ul style="list-style-type: none"> • Makes timely, informed, and effective decisions and shows good judgments and balance in making decisions and recommendations. • Contributes to operational plans and develops team plans in line with priorities and actions for the area of operation, having regard for operational objectives and available resources. • Manages the allocation, use, and evaluation of resources to ensure efficient delivery of objectives. • Ensures compliance with legislation, regulation and procedures.
Performance through People	<ul style="list-style-type: none"> • Effectively manages performance, builds, and leads teams. • Leads by example in terms of commitment, flexibility, and a strong customer service ethos. • Understands effective communications at all levels within the organisation. • Demonstrates a high level of verbal and written communication skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals. • Maintains a positive, constructive, and enthusiastic attitude to their role. • Manages personal well-being and demonstrates resilience. • Commitment to integrity & good public service values.
Local Government knowledge & understanding	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local government. • Knowledge and understanding of current local government issues and the library services in particular and advocating practical approaches to addressing them. • Clear and realistic views of future trends and strategic direction of local government. • Understanding the structures and environment within which the local authority sector operates and the role of a Senior Executive Librarian in this context.

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PARTICULARS OF OFFICE

1. The office is wholetime, permanent and pensionable.

2. **SALARY SCALE :**

€57,675 - €59,086 - €60,734 - €62,387 - €64,040 - €65,517 - €67,030 - €68,494 - €69,956 - €72,460 (1st LSI) - €74,978 (2nd LSI) (rates as at 01/06/2024)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform

3. **SUPERANNUATION CONTRIBUTIONS:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

4. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say:-

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be **one year**, but the Chief Executive may, at his discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

5. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week. The successful candidate must be available to work weekends and evenings as part of their normal roster. Rotas may be amended periodically in response to the library service needs.

6. DUTIES:

The duties shall be such clerical/administrative duties as may be assigned to the employee from time to time by Dún Laoghaire Rathdown County Council. They shall include the duty of deputising for other officers of the Local Authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other Local Authority.

The duties of the post include but are not limited to, the following:

- Working as part of the library management team to plan and deliver high-quality library services.
- Ensuring that the Library Development Programme is implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies.
- Assisting in the development of library policies; development programmes, plans and strategies.
- Supporting the County Librarian or other nominated senior official to communicate, implement and manage all change management initiatives within the library services.
- Managing library buildings, resources and services.
- Leading, motivating and managing staff effectively, while aligning with the organisation's development objectives.
- Leading community engagement and the development and delivery of local and national programmes.
- Building relevant partnerships and networks with local authority colleagues, external agencies and key stakeholders.
- Participating in national and local council committees and programmes for the development of new, innovative services.
- Management of administrative functions, including planning and management of budgets
- Ensuring full compliance and good governance with all organisational policies and procedures
- Supporting the County Librarian or designated senior official in the management and implementation of Health and Safety for library services
- Deputising for the County Librarian as required.
- Such as other duties may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies, for which the Chief Executive, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such planning services of an advisory, administrative, supervisory or executive nature as may be required by any Local Authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the planning and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

7. LOCATION AND RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire Rathdown County Council reserves the right to assign you to any of its functional areas or any premises in use by the Council, now or in the future subject to reasonable notice. The successful candidate must be available to work in library headquarters and any of the library branches within the county. The person will be subject to transfer within the library services for operational purposes as required.

8. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The interview will be competency based and marks will be awarded under the skill sets identified for the position of Senior Executive Librarian as outlined above.
- ii. DLRC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. **Panels may be formed on the basis of interviews to fill vacancies that may arise.** The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.
- iv. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than **one month** and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRC to ensure that 'any work or activity which is carried out by a person, a

necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting.'

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g., through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue, or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's Favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 18th July 2024**. Applications received after the closing time and date will not be accepted.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act