



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

SENIOR LIBRARIAN/LEABHARLANNAÍ SINSEARACH

PERMANENT WHOLETIME (COMP. I.D. 011228)

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

Job Description

The Position:

The Senior Librarian is a professional managerial position (Grade 6). The role is central to the delivery and development of frontline services in Dun Laoghaire Rathdown County Council. Successful candidates are assigned responsibility for the management of a public library or section within the local authority area, including responsibility for managing resources, staff, buildings and programmes. Libraries services are provided over a six-day week and shift work will be required in line with public opening hours, including late evenings and weekends.

THE IDEAL CANDIDATE SHALL:

- Have the ability to lead, manage and supervise a team effectively
- Have strong interpersonal and communication skills
- Have an understanding of the professional and administrative role of Senior Librarian and a commitment to Continuous Professional Development (CPD)
- Have the ability to encourage staff to achieve maximum performance by supporting both the Performance Management and development System (PMDS) and Probationary process
- Have the ability to work and collaborate with colleagues from other Dun Laoghaire Council departments and outside organisations

- Have experience of promoting public engagement with library collections and services
- Have excellent IT, Web and Digital skills and experience of using a wide range of technologies
- Have a good understanding of Local Government and a commitment to public service; have relevant administrative experience
- 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.

For the purpose of satisfying 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

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 LIBRARIAN COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Senior 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"> • Fosters a culture of creativity and flexibility in employees and demonstrates an openness to change • Embeds good governance practices into day-to-day activities, practices and processes • Develops and maintains positive and productive working relationships
Delivering Results	<ul style="list-style-type: none"> • Develops operational plans and leads the implementation of team plans • Plans and prioritises work and resources effectively • Establishes high quality services and customer care standards • Acts decisively and makes timely, informed and effective decisions
Performance through People	<ul style="list-style-type: none"> • Leads, motivates and encourages employees to develop their potential and deliver on operational plans • Manages underperformance or conflict • Demonstrates high level of verbal and written communication skills • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders
Personal Effectiveness	<ul style="list-style-type: none"> • Manages time and workload effectively • Maintains a positive, constructive and enthusiastic attitude to their role • Shows Resilience and personal well-being • Commitment to integrity & good public service values
Local Government knowledge & understanding	<ul style="list-style-type: none"> • Knowledge of structure and function of local government • Understanding of the environment within which the local authority sector operates and the role of a Senior Librarian in this context • Clear and realistic views of future trends and strategic direction of local government • Knowledge of current local government issues and advocate practical approaches to addressing them

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PARTICULARS OF OFFICE

1. The office is wholetime, permanent and pensionable.

2. **SALARY SCALE :**

€55,090 - €56,405 - €58,006 - €61,019 - €62,819 - €65,055 (1st LSI) - €67,304 (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 weekend and evenings as part of their normal roster. Rotas may be amended periodically in response to the library service needs.

6. DUTIES:

Duties shall be such as assigned 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 particular duties and responsibilities attached to the post may vary from time

The duties and responsibilities of the post include but are not limited to the following

- Bibliographic Services including developing library collection
- Management of Information Services, e-Services, Lifelong Learning and Outreach
- Cultural Programming
- General branch management and development
- Staff management including Time and Attendance and performance management
- Budgetary control and cash management
- Implementation of the library development plan and dlrc policies
- Participation in library cultural & outreach programmes
- Complaints officer at branch level
- Participate on committees where necessary
- Organising and promoting events including use of social media.
- Administrative duties including health & safety, building management, financial management and report writing
- Planning and delivering literacy support services
- Promoting library services and increasing membership
- Ensuring full compliance with organisational policies and procedures.
- Ensuring good governance in their area of responsibility in respect of child protection, data protection, business continuity and other relevant matters, in accordance with Council policies.
- Promote and support the My Open Library service
- Such as other duties may be assigned from time to time.

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 subparagraph (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 Librarian as outlined above.
- ii. DLRCC 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 DLRCC 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 of 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