



Candidate Information Booklet

Librarian

**Closing Time and Date:
4.00pm on Friday 2nd September 2022**

Monaghan County Council is committed to a policy of equal opportunity.

QUALIFICATIONS

Character:

Each candidate must be of good character.

Health:

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

Education, Training, Experience, Etc.:

Each candidate must, on the latest date for receipt of completed application forms hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies.

In addition it is expected that the ideal candidate will have:

- Satisfactory experience of library work
- An ability to lead, manage and supervise a team effectively
- Strong interpersonal and communications skills
- Strong understanding of the role of the Librarian and a commitment to Continuous Professional Development
- Ability to work with colleagues from other Council departments and outside organisations
- Excellent IT and Web skills and experience of using a wide range of technologies
- A good understanding of local government and a commitment to public service
- Relevant administrative experience
- Good knowledge and awareness of Health and Safety legislation and regulations, their implications for the organisation and the employee and their application in the workplace

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

POST OF LIBRARIAN

PERSON PROFILE

The Librarian is the first entry level Professional Managerial role and is central to the delivery of frontline and service support of Public Library Services, involving responsibility for managing resources, staff and library services to the public. The post holder may be assigned responsibility for the day to day management of a branch library or alternatively be based in Library Headquarters with responsibility for managing specific service areas.

The ideal candidate will be a highly motivated person, with drive and commitment to delivering quality public services and continual professional development who can demonstrate clear knowledge and understanding of:-

- Local authority services, its key stakeholders and relationships
- Local Government structures and its democratic role and mandate
- National and international public library policy and strategy

Duties and Responsibilities:

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and will include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to any other area of the local authority.

The duties of the Librarian will be consistent with the provision of a modern 21st century public library service that is responsive to the changing requirements of customers of all ages and abilities.

The duties will include but are not limited to:

- Supporting the Senior Library Team in the implementation of work programmes and initiatives to deliver national and local plans
- Developing, supporting and promoting library services to include but not limited to quality customer service, cultural programming and library events and initiatives
- Supervising employees in supporting roles up to position/grade of Senior Library Assistant, including assigning duties and workload
- Managing conflicting demands within a team environment and to prescribed timelines and deadlines
- Providing on-going motivation and support to employees in the department/section, including resolving day to day problems and identifying training and development requirements as appropriate.
- Ensuring full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management
- Communicating and liaising effectively with colleagues, managers and customers in relation to operational matters for their section.
- Delivering and supervising daily workflows and service objectives through use of all financial management systems and IT systems

- Promoting and marketing library services across traditional and digital platforms to include but not limited to press releases, newsletters, social media campaigns and website developments
- Managing library buildings, health and safety, GDPR and child protection as required
- Compiling, preparing and presenting reports as necessary
- Administrative, bibliographic and budget management duties to include data collection and analysis, report writing and financial reconciliation
- Carrying out duties in a manner that enhances public trust and confidence and ensure impartial decision making
- Representing the Library Service on internal and external working groups
- Any other duties that may be assigned by the Line Manager.

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.

Persons employed will be required to work in any location within the Monaghan County Council administrative area.

POST OF LIBRARIAN

PARTICULARS

Position

1. A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled. Monaghan County Council reserves the right to, at any time, assign an employee to any department now or in the future.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his or her duties as a local authority employee.

2. Probation

Where a person not already a permanent officer of a local authority is appointed, the following provisions shall apply –

- there shall be a period after such appointment takes effect during which such person shall hold such office on probation;
- such period shall be one year but the Chief Executive may at his discretion extend such period;
- 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 is satisfactory.

3. Salary

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

Current Librarian salary scale: EL01/2022

€44,574, €45,975, €47,378, €48,781, €50,182, €51,815 (LSI 1), €53,454 (LSI 2)

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

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

4. Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

5. Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

6. Superannuation

A person who becomes a pensionable employee of the Local Authority will be required in respect of their superannuation to contribute to the Local Authority at the appropriate rate.

7. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

8. Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35-hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter your hours of work from time to time.

9. Recruitment

Selection of candidates for appointment shall be by means of a competency-based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets:-

- Management and Change
- Delivering Results
- Performance Management and Communicating Effectively
- Personal Effectiveness

Candidates will also be assessed at interview under the heading “Essential Requirements” (see information sheet attached).

(ii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.

(iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted and only candidates shortlisted will be called for interview.

10. Acceptance of Offer of Employment

Monaghan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

11. Driver’s Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of the office shall drive a motor car in the course of their duties and for this purpose provide and maintain a motor car to the satisfaction of the Local Authority.

12. Retirement Age

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

13. Restrictions on eligibility

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

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

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

14. Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

15. Monaghan County Council is an equal opportunities employer.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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.
- Information provided by a candidate in their application form will be used for the purpose of the Librarian Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

INFORMATION SHEET – COMPETENCY FRAMEWORK & REQUIREMENTS

A competency framework has been developed for the position of Librarian. Candidates will be expected to demonstrate sufficient evidence within their application form that they possess the following competencies through the experience and skills they have gained to date. The key competencies for the role are as follows:-

Essential Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of the structure and functions of Local Government • Demonstrate the understanding of key challenges facing Local Government and Monaghan County Council • Understands the role of a Librarian • Experience of supervising staff and working as part of a team • Experience of preparing reports and correspondence • Strong resource management skills • Knowledge of national and local library policy and initiatives, including opinions on future library policy. • Has a good understanding of the role of digital technologies and new media in the development and delivery of 21st century library services
Competencies:	
Management and Change	<ul style="list-style-type: none"> • Understand and implement change and demonstrates flexibility and openness to change. • Develop and maintain positive, productive and beneficial working relationships.
Delivering Results	<ul style="list-style-type: none"> • Translate the business or team plan into clear priorities and actions for their area of responsibility • Plan work and allocation of staff and other resources effectively • Implement high quality service and customer care standards • Make decisions in a timely and well-informed manner
Performance Management and communicating effectively	<ul style="list-style-type: none"> • Lead and develop the team to achieve corporate objectives • Effectively manage performance using the PMDS process • Have effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and be open to taking on new challenges or responsibilities • Manage time and workload effectively • Maintain a positive, constructive and enthusiastic attitude to their role. • Behave in an honest, trustworthy and respectful manner and be transparent, fair and consistent in dealing with others.

