

POST 5 – SENIOR LIBRARY ASSISTANT – GRADE V
(Specified Purpose Contract up to 30/07/2020)

CONFINED COMPETITION TO THE EDUCATION AND TRAINING SECTOR CANDIDATE POOL

Applications are now invited from all eligible staff in the Education and Training Sector Candidate Pool for the above position. The Education and Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector. Staff eligible to apply are listed in Appendix 2 of CL 0007/2017 (<http://www.education.ie/en/The-Department/Announcements/New-Circulars-Published-February-2017.html>)

REPORTING TO: INSTITUTE LIBRARIAN

LOCATION: Limerick

This post will primarily be based at the location specified above but, from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses.

The Senior Library Assistant (V) will assist in the delivery of library and information services in support of the teaching and research requirements of the Institute. The Senior Library Assistant will assist in the day-to-day supervision, administration, cataloguing, acquisitions, Information Literacy, user education and general housekeeping of the library under the guidance of the Institute Librarian and other senior staff.

MINIMUM REQUIREMENTS:

- Confined to staff employed by Education and Training Boards and Institutes of Technology in grades listed in Appendix 2 of CL 0004/2017 (refer to above link);
- Must have at least two years satisfactory library experience;
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector;
- Have successfully completed a probation period, or have successfully completed a probation period at a lower eligible grade.
- Be capable and competent of fulfilling the role to a high standard.

DESIRABLE: Experience working in an Academic Library environment.

COMPETENCIES REQUIRED:

- Excellent IT skills
- Experience in supervising staff
- Excellent communication, inter-personal and team working skills
- Excellent presentation skills and a keen interest in working with library users in a learning environment
- Flexible, collaborative and co-operative attitude

MAIN DUTIES:

The successful candidate's duties will include the following:-

- To assist in the managing of the day-to-day operation of the library and its staff, under the guidance of the Institute Librarian and other senior library staff.
- To assist in implementing Institute policy, rules and regulations to facilitate the appropriate and efficient use of library resources.
- To assist in the procurement, acquisition and financial control of new resources and assets.
- To assist in the supervision of staff involved in acquisitions, financial control and financial management of resources and assets.
- To assist in the supervision of staff involved in cataloguing, serials, interlibrary loans, desk duties, rostering and other functions within the library.
- To assist in all administration procedures of the libraries and the staff.
- To assist with maintaining and developing the Library's online resources, library collections and other resources.
- To assist in identification and dissemination of market information concerning the availability of material in subject fields relevant to the research and teaching of the Institute.
- To assist in organising/promoting and participate in both internal and external user education programmes.
- To assist in preparation of library guides and online information literacy tutorials as appropriate.
- To assist in organising library material in respect of cataloguing and classifying.
- To assist in/participate in the delivery of an information enquiry service to the Institute community and regional interests.
- To assist in developing and monitoring special services for students with special needs.
- To assist in identification and where appropriate be responsible for the training needs of staff.
- To assist in the planning for future needs and developments.
- To assist in/participate in all committees/groups on which the appointee is assigned.
- To prepare and assist in the preparation of such reports as are required from time to time.
- To assist in carrying out user surveys.
- To assist in handling special cases at the circulation desk
- Such other duties as the President or his delegate e.g. Institute Librarian may assign from time to time.

SUPERANNUATION (New Entrant):

The provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Acts 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001). The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 apply to the post.

Under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the standard minimum pension age for new entrants who join the public service on or after 1st April, 2004 has been raised from 60 to 65 years, and the existing link for new entrants between age and compulsory retirement in the Institute is abolished. Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70

HOURS:

Standard working week of 37 hours (net of rest breaks).

ANNUAL LEAVE: 25 days per annum. CL 0009/2014 will apply.

GARDA VETTING:

Following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, Garda Vetting will be required in advance of commencing this position.

SALARY: €41,625 – €49,990 (7 points)

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

CLOSING DATE:

Latest date for receipt of completed application form is

12 noon on Friday, 16th February, 2018

IMPORTANT NOTES: *This post will primarily be based at the location specified but, from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses*

Application forms received after 12.00 noon on the closing date will **not** be considered.

The Human Resources Office, Limerick Institute of Technology, Moylish Park, Limerick

Telephone: +353 61 293281

Web Site: <http://www.lit.ie/vacancies> **Email:** humanresources@lit.ie

Limerick Institute of Technology is an equal opportunities Employer

The Institute regrets that it **cannot** pay expenses for candidates attending for interview