



**Cavan County Council
Comhairle Contae an Chabháin**

Candidate Information Booklet

Senior Library Assistant

Closing Time and Date: 5.00 pm on Friday 3rd June, 2022

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

Qualification:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Education, Training, Experience, Etc:

Candidates shall, on the latest date for receipt of completed application forms:-

- i. Have a good general level of education
- ii. Have had at least two years satisfactory experience of library work.

DETAILS AND PARTICULARS:

The Position

The role of the Senior Library Assistant is to provide support to branch managers and senior staff within the Library Headquarters. Senior Library Assistants are a vital link in the team which promotes the library as a focal point for cultural activities, for community development, for learning and as a digital hub. Senior Library Assistants provide support in areas where a certain level of experience and/or initiative is required, e.g. administration, accounts management, requests and so on.

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 Senior Library Assistant 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 key duties and responsibilities of the post of Senior Library Assistant include:

- General Branch Library work and service development
- Overseeing and delivering excellent customer service to the public
- Organising, running and promoting local library events (incl use of social media)
- Supporting and promoting My Open Library and self-service technologies
- Community engagement
- Supporting and delivering national programmes and services for all members of the Community in Reading and Literacy, Learning and Information and Community and Culture
- Delivering user education in all areas of information provision including ICT and eResources
- Supervision of relevant staff
- Collection development, to include stock selection
- Cataloguing/Accessioning/Requests Service
- Maintenance of house-keeping functions within computerised Library System
- Maintenance and review of statistical and financial records
- Liaising with community and education groups
- Contributing to publicity and promotional activities including online
- Contributing to events programme, e.g. workshops on library IT, local studies, class visits, story times, workshops, lectures and other events for adults and families
- Ensuring high standard of health and safety and child protection
- Schools Services
- Administration of buildings / facility & equipment maintenance programme
- Contribution to Library Management Team
- Administrative duties to include data collection, report writing
- Financial management duties
- Compile, prepare and present reports as necessary
- Any other duties that 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.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

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

- An understanding of the County Council's purpose and knowledge of public service organisation in Ireland
- An ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained
- Good interpersonal and communications skills
- The ability to provide excellent customer services and have a good understanding of Cavan County Council's Customer Charter
- Motivation to achieve maximum performance by supporting the current Performance Management and Development System (PMDS)
- An understanding of the changing environment and be capable of adapting to change in order to deliver quality services to our citizens
- Good administrative experience
- An ability to work with information and communication technology (ICT) in the library environment
- An ability to work on own initiative in an independent environment and without constant supervision
- An awareness of health and safety legislation and regulations, the implications for the organisation and the employee and their application in the workplace.

Work Base:

There are a number of Branch Libraries in Cavan. Library Headquarters is based in Cavan Town. Cavan County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Salary

Remuneration will be at the Senior Library Assistant Scale of the national wage scales. The present minimum scale is €29,546 increasing to €47,435 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

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.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan 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, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 3rd June, 2022.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Senior Library Assistant. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

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| Essential Requirements | |
| Knowledge, Experience and Skills | <ul style="list-style-type: none"> • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Library and can communicate this to the team. • Has a clear understanding of the structure and functions of Cavan County Council. • 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. • Has experience of preparing reports and correspondence. |
| Competencies | |
| <p>The ideal candidate will demonstrate the ability to:</p> <ul style="list-style-type: none"> • Understand and implement change and demonstrate flexibility and openness to change. • Develop and maintain positive, productive and beneficial working relationships. | |

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| Delivering Results | <ul style="list-style-type: none"> • Plan work and allocation of staff and other resources effectively. • Implement high quality service and customer care standards. |
| Performance Management and Teamwork | <ul style="list-style-type: none"> • Supervise the team or work area to achieve corporate objectives. • Work as part of a team to ensure delivery of plans and schedules. • Have a strong team ethic of co-operation and mutual support. |
| Communicating Effectively | <ul style="list-style-type: none"> • Have effective written and verbal skills. |
| Personal Effectiveness | <ul style="list-style-type: none"> • Take initiative and be proactive when he or she sees the opportunity to make a contribution. • Manage time and workload effectively. • Maintain a positive and constructive and enthusiastic attitude to their role |

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 Administrative Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- **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 Cavan 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.

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.

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 of the successful candidate.