



Candidate Information Booklet

LIBRARIAN

Closing Date: 4 pm – Thursday, 27th March 2025

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

ROSCOMMON LIBRARY SERVICES

Roscommon Library Services provides for the cultural, education, recreation, information and learning needs of people of all ages throughout the county and strives to provide and develop a comprehensive, quality, modern and accessible service. It acts as centre for knowledge and learning, as a resource for culture, reading and the imagination, as a resource for children and young people, as an access to information communication technologies, as an important archival repository, as a local studies research centre and as a vital community facility and public space for a range of activities. The Library Services is an important supporting strategy under the economic, cultural and social development of the county.

The service is operated through an infrastructure of fixed branch locations throughout the county and through a Mobile Library Service. The Library Service also continues to deliver and develop a substantial Archives and Local Studies reference and research facility at the County Library.

The Library Service operates in a dynamic and changing environment, taking advantage of technological advancement to deliver a wide and varied range of in person and online library services.

The Competition

Roscommon County Council is currently inviting applications from suitably qualified persons for the above competition. Roscommon County Council will form a panel for the post of Librarian from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for 12 months and may be extended for a further period at the discretion of the Chief Executive.

The Role

The Librarian is the first entry level Professional Management 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

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. 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.

3. Education, Training and 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.
- have satisfactory experience of library work

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

- An ability to lead, manage and supervise a team effectively
- Strong interpersonal and communications skills
- Strong understanding of the role of Librarian and of the future development of library services
- An 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
- An ability to motivate, empower and encourage staff under their control to achieve maximum performance by supporting the current Performance Management System
- An ability to be self-motivated to work on own initiative
- An ability to prepare and manage budgets
- 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

Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

Duties and Responsibilities

The following is a non-exhaustive list of key duties and responsibilities which may be assigned to a Librarian:

- 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
- Implementation, management and development of My Open Library service.
- 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
- To deputise for the line manager or equivalent as required
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time

The post holder may 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 Roscommon County Council administrative area.

Competencies for the Post of Librarian

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of the specific areas.

Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

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• Understanding the structures and environment within which the Library operates and the role of the Librarian in this context

PARTICULARS OF EMPLOYMENT

1. The post is whole time and pensionable. A panel will be formed for an initial period of one year and this may be extended at the discretion of the Chief Executive. The panel will be used to fill both permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

2. **Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at their discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons 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.

Salary Scale: €50,206 – €60,051 per annum

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. **Driving Licence**

Candidates must have a full clean driving Class B driving licence and have access to their own vehicle.

5. **Garda Vetting/Child Safeguarding**

Successful candidates will be subject to the Garda Vetting and Child Safeguarding Procedures.

6. **Health**

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

7. Residence

Roscommon County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

The person appointed will be required to provide themselves at their own expense with the necessary mode of travel to and from work.

8. Annual Leave

Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Annual leave entitlement will be 30 days per annum (inclusive of days pre-allocated for Christmas period). The annual leave year runs from 1st January to 31st December.

9. Working Hours

The successful candidate's normal hours of work will be 35 hours per week which will include weekend and evening working hours. Rotas may be amended periodically in response to service needs. The Council reserves the right to alter the hours of work from time to time.

10. Superannuation

Candidates will be informed of their superannuation position at the time an offer of appointment is being made.

11. Recruitment

Selection of candidates for appointment shall be by means of a competition conducted by or on behalf of Roscommon County Council.

The Selection Process may include the following:

- Online Aptitude Testing
- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

Please note that Roscommon County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

Panels may be formed on the basis of such a selection process. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may be appointed to this post.

12. Communication

Applications will not be accepted after the closing date and time. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time for your application. Applicants must ensure they retain a copy of the email submitted to recruit@roscommoncoco.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact recruit@roscommoncoco.ie to ensure the application has been received.

Roscommon County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition. 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 email address throughout the recruitment and selection campaign. This can be done by emailing recruit@roscommoncoco.ie. The onus is also on each applicant to ensure that they are in receipt of all communication from Roscommon County Council. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Roscommon County Council's privacy statement which can be found [here](#).

13. Acceptance of offer of Employment

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

14. Candidates Obligations

Candidates must not:

- knowingly or recklessly provide false information on their application form
- canvass any member of the staff of the County Council or person(s) nominated by the County Council to interview or examine applicants with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

If a person is found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process.
- if already appointed to a post following the recruitment process, they will be removed from that post.

15. Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

16. References/Documentary Evidence

Each candidate may be required to submit as references, the names, and addresses of two responsible persons to whom they are well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Roscommon County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure

that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Roscommon County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

17. Criminal Convictions

A candidate who is in receipt of any convictions/prosecutions is responsible for bringing it to the attention of the Human Resources.

18. Your right to information and to appeal

The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. The Council will consider an appeal in relation to eligibility, shortlisting and final decisions of interview boards. Such appeals must be made by candidates in writing within **5 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of the review.

19. Outside Employment

The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

20. Policies & Procedures

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Roscommon County Council.

21. Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

22. Travel

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Roscommon County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Roscommon County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

23. Safety & Welfare

The holder of the post shall co-operate with the terms of Roscommon County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on their person at all times a valid Safe Pass card. Should they not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

24. Roscommon 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 signed by the successful candidate

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February 2025