



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Senior Library Assistant

Information for Candidates

March 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Senior Library Assistant.

It is proposed to form a panel of qualified candidates from which vacancies both permanent or temporary will be filled during the lifetime of the panel.

The Senior Library Assistant is a frontline and key support position within the structure of the Library Service. A Senior Library Assistant makes a valuable contribution to the provision of the library service centrally and at local branch level by providing support to library management and supervising staff.

The Senior Library Assistant will work under the direction of the Librarian/Staff Officer, or such person as may be assigned from time to time by Donegal County Council. The Senior Library Assistant may deputise for the Librarian/Staff Officer/Executive Librarian and will represent the Librarian/Staff Officer and the organisation as required.

The main role of the Senior Library Assistant is the delivery of the library service (public and/or support) in the geographical and functional areas specified in this role description, in line with the priorities identified in *The Library is the Place: National Public Library Strategy 2023-2027* and *Cultúr le Chéile: Strategic Plan for Culture Division 2022-2026*.

Donegal County Library

The Library Service is based in the Housing, Corporate and Cultural Services Directorate of Donegal County Council.

The Culture Division comprises the Library Service, the Arts Service, the Regional Cultural Centre, the Museum Service, the Archives Service, the Biodiversity Office and the County Donegal Heritage Office.

The library network includes 13 libraries and 8 Taobh Tíre community partnership service points. The Central Library in Letterkenny is the largest and the busiest library and includes the main Local Studies research collection and Europe Direct, in addition to providing public library services. Online library services and resources are developing rapidly, as are the options for self-service including the My Open Library Service.

As the Library Service is part of the Culture Division it is expected that Senior Library Assistants will work with colleagues from across the Division on programmes and projects, from time to time.

Note: A satisfactory competence in the Irish language is deemed necessary relation to any vacancy within the Glenties Municipal District. An assessment of this competence may be carried out as part of the recruitment and selection process as appropriate.

2. Roles Duties & Responsibilities

The duties of the Senior Library Assistant will be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities and will include but are not limited to:

- Overseeing and delivering core frontline library services (including online),
- House-keeping and cataloguing functions within the Library Management System,
- Maintaining, developing, and promoting collections and services,
- Answering enquiries, helping students and researchers,
- Providing mediated access to library resources in-house and online,
- Using and promoting new technologies and assisting the public in using technology such as self-service, Internet, online resources, digital equipment, iPads, Android tablets etc.,
- Recommending appropriate books for children and adults of different reading levels and interests,
- Organising, promoting and delivering events and activities such as storytelling / rhymetime, workshops on library IT, book clubs, class visits, lectures, community events, festivals publications, exhibitions etc.,
- Assisting in the implementation of the Right to Read, Healthy Ireland at Your Library, Skills for Life and other programmes,
- Providing outreach services to schools and other community organisations,
- Selecting, sorting, processing, and distributing stock,
- General administration and financial administration duties incl. financial processing, maintaining and reviewing statistical records, gathering and compiling information, and reporting on services,
- Forging and maintaining links between the library, other Culture Division services and Donegal County Council services, the education sector and the community,
- Providing cover in other libraries when required to maintain opening hours and services,
- Managing of the building / facility and service in absence of more senior officer,
- Administration of buildings / facility and equipment maintenance programme,
- Ensuring high standards of health and safety and child protection,

- Proposing ways of delivering better services, and developing such proposals,
- Contributing to and implementing Donegal County Council, Library Service and other policies and plans,
- Supporting senior staff in service planning and delivery, and
- Any other duties as required by the County Librarian/Culture Division Manager.

These duties are indicative rather than exhaustive and are carried out under general guidance. The duties and responsibilities for this 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.

Competencies for the Post:

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

Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrates ability to manage time and workload effectively • Displays motivation to achieve the maximum performance by supporting the current Performance Management and Development System (PMDS) • Displays excellent interpersonal and communication skills • Displays excellent administrative and organisational skills • Displays high level of ICT skills
Delivering Results	<ul style="list-style-type: none"> • Contributes to the delivery of high-quality service and customer care standards • Plans work and allocation of staff and other resources effectively • Demonstrates ability to take ownership of tasks and determination to see them through to a satisfactory outcome • Identifies problems and contributes to solutions

	<ul style="list-style-type: none"> • Understands and implements change and demonstrates flexibility and openness to change and new challenges
Performance Through People	<ul style="list-style-type: none"> • Develops and maintains positive, productive and beneficial working relationships • Demonstrates ability to resolve conflict situations • Demonstrates ability to lead by example and show initiative • Demonstrates ability to work productively, both independently and as part of a team to deliver library plans and programmes • Displays an ability to supervise staff
Knowledge and understanding of the role	<ul style="list-style-type: none"> • Demonstrates knowledge of the structure and functions of modern public library services, including an understanding of the role of digital technologies in the delivery of 21st Century library services, and an understanding of the role of the Senior Library Assistant in this context • Demonstrates knowledge of local and national policies and plans as they relate to the library service • Understands Donegal County Council's purpose and knowledge of public service organisation in Ireland • Understands the work of Culture Division within Donegal County Council • Displays an interest in information, the local community and its history and culture

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of a Senior Library Assistant will be as set out below:

(a) Character:

Candidates shall be of good character.

(b) Health

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

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed applications:

- (i) have a good general level of education,
- (ii) have had at least two years satisfactory experience of library work.

Note: Senior Library Assistants who are appointed to Leabharlann Phobail na Rosann or Leabharlann Phobail Ghaoth Dobhair must be competent in the Irish Language (assessed by separate language test).

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Senior Library Assistant* from which it will fill any vacancy that may arise.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €34,260 minimum to max LSI2 €53,301. (as per Circular EL 03/2024).

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

New entrants will commence on the minimum point of the scale.

(d) Base

The base for the post of Senior Library Assistant shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Senior Library Assistant may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours / Annual Leave

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time. The Senior Library Assistant role will involve some work outside of normal business hours including evenings and Saturdays.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Maximum 30 days for all applicants.

(g) Requirement to Drive

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms; (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.

(I) Conflicts of Interest

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 duties as a local authority employee.

(J) Garda Vetting

Candidates for the post of *Senior Library Assistant* are subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of

employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review - #SLA 001

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie