



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

Executive Librarian

Information for Candidates

March 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Executive Librarian.

It is proposed to form panels of qualified candidates from which any vacancies which arise will be filled during the lifetime of the panel.

The Executive Librarian is a middle management post within the management structure of Donegal County Library, delivering service areas at Headquarters, or in a library/number of libraries within a Municipal District or Districts. This post requires professional librarianship, leadership and management skills.

The Executive Librarian is supported by the posts of Librarian, Senior Library Assistant, and Library Assistant/Branch Librarian. Executive Librarians report to a Senior Executive Librarian. The Executive Librarian will deputise for the Senior Executive Librarian, and will represent the Senior Executive Librarian and the organisation as required.

The main role of the Executive Librarian is the management and delivery of public library and/or related support services 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*.

All roles are reviewed periodically to reflect changing circumstances. Each Executive Librarian role will evolve over time and it should be understood that as the public library environment changes, so too will the requirements of the post. There are currently 6 Executive Librarians in Donegal County Council. Roles and responsibilities will transfer between ELs from time to time. Hence the role as set out in this information booklet is generic.

A number of posts will have responsibility for public services planning and delivery in particular MDs, with functional responsibilities across the county, and others will have responsibilities including financial management, general administration, Library Management System, corporate functions (eg IT, Communications), and other duties as appropriate (eg Creative Ireland, Culture Division support, service developments).

Donegal County Library

The Library Service is based in the Housing, Corporate and Culture 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, as well as a Cross-Border Mobile Library Service run in partnership with Libraries NI. 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 Executive Librarians will work with colleagues from across the Division on programmes and projects, from time to time. The Executive Librarian will undertake any other duties as required by the County Librarian/Culture Division Manager.

2. Roles Duties & Responsibilities

The duties of the Executive Librarian 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:

- Working with Senior Library Management and partners to deliver local and national plans and policies,
- Contributing to the preparation, development and delivery of policy/plans,
- Preparing, implementing and managing annual work programmes,
- Leading change to ensure delivery of quality and consistent public services, including public opening hours,
- Maintaining the service at maximum efficiency,
- Participation in both national and local committees for the development and implementation of new, innovative services,
- Library development, including developing services and enhancing and maintaining physical infrastructure,
- Building management,
- Ensuring good governance in respect of health and safety, human resources (including PMDS), child protection, data protection, business continuity, and other relevant matters, in accordance with Council policies,
- Preparation and management of local budgets, including procurement,
- Ensuring ICT systems and services are optimised,

- Implementing Donegal County Council’s Collection Development Policy, and directing and managing of sourcing and distributing of stock to libraries,
- Promoting library services and growing membership,
- Preparing reports, attending and delivering presentations at meetings,
- Identifying opportunities for improvements in service delivery and to use performance indicators effectively,
- Developing, delivering and promoting an innovative programme of events and user education including exhibitions, lectures and other activities,
- Implementation of national programmes such as Right to Read, Healthy Ireland at Your Library and Skills for Life,
- Forging strong links between the library and the education sector in the community – pre-schools, pupils, teachers, parents – and between the library and community groups generally,
- Representing the Library Service/Culture Division on internal and external working groups, and
- Any other duties as required by the County Librarian/Culture Division Manager.

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.

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.

Management and Change	<ul style="list-style-type: none"> • Effectively and efficiently manages resources in compliance with all governance protocols • Demonstrates creativity and innovation to secure successful outcomes • Effectively manages the introduction of change • Fosters a culture of innovation and creativity in employees and overcomes resistance to change • Has a clear understanding of the political reality and context of the local authority
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Performance through People	<ul style="list-style-type: none"> • Leads and motivates staff and provides clear direction to others inspiring high standards of performance • Identifies, manages and deals with escalated issues of unacceptable or poor performance and conflict to reach beneficial solutions and positive outcomes in line with HR and procedure policies • Provides appropriate recognition when standards are achieved or exceeded • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Nurtures and contributes to a culture of continuing professional development within the library service – promotes the importance of continuing staff development and staff opportunities
Delivering Results	<ul style="list-style-type: none"> • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources • Delivers services, projects, and tasks on time, within budget and achieves expected performance standards • Ability to develop community engagement and ability to communicate effectively in all media and to diverse audiences • Ability to assess feedback and evaluate outcomes to drive continuous improvement • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations
Personal Effectiveness	<ul style="list-style-type: none"> • Keeps up to date with current developments, trends and best practice in modern public library services, including ICT developments • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes • Manages time and workload effectively and can operate

	<p>in an environment with significant complexity and pace</p> <ul style="list-style-type: none"> • Maintains a positive, constructive and enthusiastic attitude to their role • Act as an effective link between staff and senior management
<p>Knowledge, Experience and Skills</p>	<ul style="list-style-type: none"> • Demonstrates the required specialist knowledge, understanding and training for the role • Demonstrates knowledge of local and national policies and plans as they relate to the library service • Demonstrates an understanding of key challenges facing the local government sector and Donegal County Council • Understands the work of Culture Division within Donegal County Council • Displays an interest in information, the local community and its history and culture • Understands the role of digital technologies and new media in the development and delivery of a modern public library service.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for Executive Librarian 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)** Hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies,
- (ii)** Have satisfactory experience of library work.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Executive Librarian 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 €55,641 minimum to max LSI2 €67,977. (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 Executive Librarian 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 Executive Librarian 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 Executive

Librarian role will involve some work outside of normal business hours the terms of which will be specified in the employment contract.

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 Executive Librarian 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 - # EL 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