



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

Senior Executive Librarian

Information for Candidates

February 2025

1. The Position

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

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

The Senior Executive Librarian is a senior management post within the Library Service. This post requires high level professional librarianship, leadership and management skills.

The Senior Executive Librarian will report to the County Librarian / Culture Divisional Manager, and will represent him/her and the organisation as required.

The Senior Executive Librarian will support the County Librarian/Culture Divisional Manager and will in turn be supported by the posts of Executive Librarian, Librarian/Staff Officer, Senior Library Assistant, and Library Assistant/Branch Librarian.

The Senior Executive Librarian will work closely with colleagues in the Library Service, in the Culture Division, the Creative Ireland team, across the wider Council, and with Arts/Culture teams in NI.

There are 3 Senior Executive Librarians in Donegal County Council. Roles and responsibilities will transfer between SELs from time to time. Hence the role as set out in this information booklet is generic.

The Senior Executive Librarian will provide support to the County Librarian/Divisional Manager, as well as the delivery of goals/objectives/actions as set out e.g. in *The Library is the Place*, *Cultúr le Chéile* and *Donegal Culture & Creativity Strategy*.

The role of the Senior Executive Librarian is to strengthen the Library Service/Culture Division in the rapidly expanding areas of IT, Communications, Marketing, Governance, Gaeilge, Finance and Administration.

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 the Europe Direct Information Centre, in addition to providing public library services.

2. Roles Duties & Responsibilities

Strategic Planning/Organisational Leadership

- Lead on strategic planning, and the development of services/programmes, policies and procedures,
- Contribute to national developments and lead on delivering national initiatives at local level,
- Lead and manage major projects eg capital, leveraging emerging technologies in library services and operations
- Lead change across the library service to enable delivery of quality services to the public,
- Contribute to research at national and local level,
- Play a key role in the overall strengthening and development of the Library Service and the wider Culture Division,
- Undertake projects/initiatives that relate to the overall Library Service/ Culture Division/Donegal County Council as appropriate,
- Develop and manage effective marketing and public relations campaigns to deliver strategic targets,
- Lead the delivery of targets as set out in *The Library is the Place*, *Cultúr le Chéile*, *Donegal Culture & Creativity Strategy*, the *Local Economic & Community Plan*, the Council's Corporate Plan, Age Friendly strategy, and other relevant plans,
- Identify and agree local work plans, targets and timeframes and ensure implementation,
- Develop plans and applications to source funding for future services and projects and deliver these services accordingly,
- Monitor, evaluate, redevelop and report on plans and services,

Financial Management

- Prepare and manage budgets and procurement, including project funding,

Collaboration/Relationship building

- Build relationships with Council colleagues and services to raise the profile of the Library Service/Culture Division and to deliver on initiatives,

- Engage with communities, agencies, organisations and related stakeholders, developing links and partnerships for the strategic development of library services,
- Participate in both national and local committees for the development and implementation of new, innovative services

Management of Library Human Resources

- Manage and develop efficient and effective teams to deliver on the requirements of the service,
- Implement effective strategies for performance management,
- Develop own and workforce's knowledge and skills according to the vision for and needs of the service,

Corporate

- Manage facilities/buildings, accessibility, Health & Safety and Child Protection, data protection, sustainable development and business continuity in accordance with Council policies and as relevant to areas of responsibility,
- Ensure knowledge of Council policies and procedures as they relate to the Library Service and Culture Division,

Other

- Deputise for the County Librarian as requested,
- Undertake such responsibilities as may be determined by the County Librarian/Divisional Manager from time to time.

Note: A satisfactory competence in the Irish language is deemed desirable and beneficial in relation to any vacancy within the Gaeltacht / Glenties Municipal District.

For posts in the Gaeltacht, the postholder will be responsible for services to Gaeltacht areas, fluent Irish will be required. Donegal County Council will provide support in bringing the language skills to an agreed standard over 2 years, should the Senior Executive Librarian require such support.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Senior Executive Librarian shall 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 including satisfactory experience at a management level.

(d) Core Competencies

Strategic Management and Change	<ul style="list-style-type: none">• Displays the ability to think and act strategically• Manages resources effectively and efficiently in compliance with all governance protocols• Demonstrates creativity and innovation to secure successful strategic outcomes• Effectively manages the introduction of change• Demonstrates a clear understanding of the political reality and context of the local authority
Personal Effectiveness	<ul style="list-style-type: none">• Keeps up to date with current developments, trends, and best practice in their area of responsibility• Demonstrates personal motivation, initiative and achievement – sets challenging goals to achieve high quality outcomes• Demonstrates ability to manage time and workload effectively, and can operate in an environment with significant complexity and pace• Maintains a positive, constructive and enthusiastic attitude to their role• Demonstrates excellent communication skills
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,

	<p>having regard to Corporate goals, operational objectives and available resources</p> <ul style="list-style-type: none"> • Ensures best value and efficiency – manages resources effectively to deliver operational plans • Promotes the achievement of high quality outcomes in delivering services with a focus on continuous improvement • Identifies problems and contributes to solutions • Acts decisively and makes timely, informed and effective decisions
<p>Performance Through People</p>	<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 policies and procedures • Leads by example in terms of commitment, flexibility and a strong customer service ethos • Nurtures a culture of continuous professional development within the library service • Develops and maintains positive and productive working relationships
<p>Knowledge and Understanding of the role</p>	<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 • Demonstrates knowledge of local and national policies and plans as they relate to the library service, and of current issues & future direction of Local Government • Understands the work of Culture Division within Donegal County Council • Understands the role of Senior Executive Librarian • Demonstrates the required specialist knowledge and training for the role, as well as administrative experience at a sufficiently high level

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Senior Executive Librarian.

(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 salary-scale is €58,252 minimum to max LSI2 €75,728. (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 shall be as determined by the Council.

The role of Senior Executive Librarian will 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.

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 Executive Librarian 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 - # SEL001

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