

Head of Library Services

GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education wishes to appoint a Head of Library Services on a permanent, fulltime basis, to lead, manage and develop user-focussed library and information services to ensure that needs of students, staff and researchers are met through the efficient and effective delivery of services which are aligned to the strategic objectives of the Institute

2 Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

- a) A relevant post-graduate qualification at master level in Library and Information Studies, (level 9 on the National Framework of Qualifications) or an equivalent qualification that is recognised by the Library Association of Ireland.
- b) At least three years' experience in a professional position in an academic library
- c) Relevant applied experience in an academic library environment with demonstrated capacity to deliver high quality services at undergraduate and postgraduate levels and to academic staff
- d) Knowledge of contemporary developments in the academic library environment
- e) Awareness of national and international trends in teaching and learning in higher education from theoretical and applied perspectives
- f) Strong interpersonal, communication and administrative skills are essential

It is also desirable that

- a) Applicants have a competence in Gaeilge
- b) Experience in a management or leadership role is desirable

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

3. JOB DESCRIPTION

Reporting Relationship

The appointee will report to the President of the Institute and/or such other MIE officers as the President may designate from time to time.

As a member of Ceannairí na Rannóg he/she will liaise with other Heads of Departments and those in leadership/management positions within Institute, and other MIE personnel in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the Institute, the President will adjudicate on same.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The Head of Library Services has managerial responsibility for delivering a pro-active and efficient library and information service in support of the teaching, learning and research activities of the Marino Institute of Education. Key responsibilities will include the management of the Library and Information Service and the day-to-day delivery of the service.

The Institute Librarian will be responsible for

- Formulating and implementing policy and strategy for the service
- Developing and promoting the Library and Information Service within the Institute, including the systems management, acquisitions and collection development, license and online subscriptions management, service metrics and reporting, information literacy and skills training and resources, current awareness services
- Preparing and managing an annual budget for the library in consultation with the Chief Financial Officer
- Managing and supervising, as appropriate, the work of Library staff, including evaluating staff performance.
- Identifying and monitoring new teaching and research developments in the Institute and determining how these might be supported by the Library.
- Contributing to the development of the Institute's strategy and policies through participation in Ceannairí na Rannóg meetings, and other groupings within the Institute

While duties pertaining to the post are broadly defined under the various headings as listed, the list of the entire range of duties is not exhaustive. It should be noted that the appointee will be required to function within a flexible and collegial manner. MIE retains the right to assign new duties in response to service needs.

4. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision

In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale: €69152- €90347.

Salary will be paid on a monthly basis on the last Thursday of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Making of Applications

Application by Cover letter and CV only (No special application forms are supplied.) preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00pm on Thursday 14 March 2019. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.