

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, the University of Dublin and offers undergraduate and postgraduate programmes in education.

The Governing Body invites applications from suitably qualified persons for the position of

Teaching Learning and Research Support Librarian

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Teaching Learning and Research Support Librarian to support, assess and enhance the delivery of services to staff and students. The mission of MIE Library is to empower its members' personal, educational and professional growth through a range of services, technology, collections and Library staff dedicated to supporting the teaching, learning and research objectives of the Institute.

The successful candidate will provide innovative Library services by engaging in proactive outreach and instruction, and by building on collaborative relationships with staff and students to ensure the Library's centrality to the mission of the Institute.

This is an excellent opportunity for someone who wishes to pursue a career in an academic Library within the context of a small team of dedicated Library staff in the provision of a high quality and specialist Library Information Service.

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 recognised postgraduate qualification in Library and Information Studies
- At least 2 years relevant experience in a Library environment providing teaching, learning and research support
- A thorough understanding of the role of an academic Library and the external information environment in which it operates
- A good understanding of the education system including the continuum of teacher education, teaching and learning, and continuous professional development
- Strong IT skills, a forward-thinking approach to technology and a willingness to explore opportunities to develop traditional Library services and information proficiencies and skills using digital tools
- Excellent communication, interpersonal and collaborative skills
- A demonstrable commitment to continuing professional development
- An ability to work both independently and as part of a team
- A willingness to work flexible shift patterns including evenings and weekends

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge
- A substantial and proven track record of leading successfully on Library and learning support initiatives
- Evidence of continuing professional development in teaching and learning in Higher Education

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

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Head of Library Services, whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through Head of Library Services to the Institute President and/or such other MIE officers as the President may designate from time to time. The appointee will also liaise with the academic lead for sustainability.

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

Duties and Responsibilities

The Assistant Librarian for Teaching, Learning and Research Support will be responsible for:

- Developing, facilitating and evaluating information literacy sessions and supporting materials for the students and staff of MIE

- Leading the design, creation, maintenance, and assessment of online tutorials, instruction sessions, workshops, and presentations to promote general and course-specific research competencies
- Informing the strategic development of the Library with particular reference to teaching, learning and research support
- Employing learning technologies and tools such as virtual learning environments, content management systems, and online reading list systems to support the provision of innovative, high quality teaching, learning and research services
- Engaging in ongoing liaison with schools and departments to ensure curriculum support services provided by the Library are integrated and meet student needs
- Developing and managing an active programme of education, advocacy, and support for scholarly publishing and communication to include research impact, bibliometrics, copyright, and Open Access platforms
- Providing workshops and events on academic skills
- Collaborating with academic, administrative and Library colleagues to collect and upload the research of staff and students to the appropriate digital repositories
- Planning Library orientation for new students together with the Head of Library Services and other institutional stakeholders
- Creating strong working relationships with teaching staff and students
- Building and maintaining strong collegial and operational working relationships with Library colleagues
- Promoting and marketing the profile of MIE Library, both internally and externally, using a range of technology and approaches, including social media, conferences, college open days, and publications
- Supporting accreditation and quality inspections
- Assisting at the Library information and circulation desk
- Representing MIE Library at conferences and events as required from time to time
- Advising the Head of Library Services in relation to emerging needs and developments in teaching, learning, and research within the context of academic Library service provision
- Assisting in the management and mentoring of Library Assistants and or Student staff
- Any other appropriate duties as specified by the Head of Library Services

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

3. 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; €42,500- €59,500. (8 points)

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
D09 R232.

Completed applications must be received by 5.00pm on Friday 6th October 2023. 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.

Marino Institute of Education is an equal opportunities employer.