

2024



*An Associated College of
Trinity College Dublin, the University of Dublin*

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 Librarian

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) is seeking a dynamic Teaching Librarian to join the committed team at MIE library, located in the heart of Griffith Avenue. 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.

This role offers a unique opportunity to make a significant impact in a close-knit academic environment. As a key member of our small team, your expertise will play a crucial role in shaping our library's services and supporting the educational mission of our college. We pride ourselves on fostering a collaborative and supportive atmosphere, where the contributions of each individual are recognised and celebrated. In this role, you will not only be a part of our library's success but also contribute to the broader educational goals of our institution. We offer a collegial work environment where innovation and initiative are encouraged.

This role would suit a proactive and outgoing candidate who is seeking to broaden and deepen their experience in an academic setting, where engagement with students and faculty is key to fostering a culture of learning and exploration.

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 post graduate qualification in library and information science from a Library Association of Ireland-accredited programme.
- At least 2 years of relevant experience in a Library environment providing library outreach/teaching/research support.
- A thorough understanding of the role of an academic Library and the external information environment in which it operates.
- Excellent communication, interpersonal and collaborative skills.
- Strong instruction and presentation skills.
- 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.
- Ability to work collaboratively with diverse groups, including students, faculty, and researchers.
- Ability to work both independently and as part of a team.

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge.
- A substantial and proven track record of leading successfully on Library learning support initiatives.
- Proficiency in library research tools, database searching, and citation management software.
- Knowledge of copyright, scholarly publishing practices, current library trends and best practice in library teaching and research support.
- A good understanding of the education system including the continuum of teacher education, teaching and learning, and continuous professional development.
- A demonstrable commitment to continuing professional development.

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 to whom they report and to whom they are 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 reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The Teaching Librarian will be responsible for:

Information Literacy Instruction:

- Developing, facilitating, and assessing information literacy sessions for students, faculty, and researchers to enhance their research skills and understanding of library resources, both face-to-face and online.
- Designing, creating, and maintaining online tutorials, instructional materials, and research guides to support information literacy and research competencies in collaboration with other departments.
- Offering one-on-one consultations for in-depth research support and guidance.
- Assisting students, faculty, and researchers in conducting effective and comprehensive research, including database searching, citation management, and access to specialised resources.
- Engaging in ongoing liaison with academic departments and faculty to ensure that library instruction aligns with the curriculum and research needs of the institution.

Research Support:

- Developing guidance and support for scholarly publishing, including research impact, bibliometrics, copyright, and Open Access platforms.

Collection Development:

- Collaborating with library colleagues to select materials that support the curriculum and research needs of the academic community.
- Contributing to regular assessment and evaluation of the relevance, diversity and currency of library collections.

Library Outreach:

- Coordinating the library's outreach efforts to promote library resources, services, and events.
- Leading library orientation, workshops, and events that focus on research and academic skills.

- Participation in departmental meetings, committees and working groups where appropriate to understand and support the academic and strategic goals of the departments and schools.

Assisting at the Library information and circulation desk:

- Assisting patrons at the desk with queries relating to use of the physical and digital resources and facilities.
- Available to work scheduled evenings and occasional Saturdays as required during the academic year.
- 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 is at the Assistant Librarian level; €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 5th January 2024. 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.