



**Cavan County Council
Comhairle Contae an Chabháin**

Candidate Information Booklet

Executive Librarian

Closing Time and Date: 5.00 pm on Friday 3rd June, 2022

Cavan County Council is committed to a policy of equal opportunity.

Qualification:

1. Character

Each candidate shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience, Etc:

Candidates shall, on the latest date for receipt of completed application forms:-

- a) hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies,
- b) have satisfactory experience of library work.

DETAILS AND PARTICULARS

The Position

The Executive Librarian is a professional middle management position in Cavan County Council and is assigned responsibility for the management of a public library or section within Cavan County Council Library Service.

The post holder will be responsible for the management and development of library services, staff, resources and buildings and will report to the County Librarian and/or library management team. The Executive Librarian may be called to deputise for the Senior Executive Librarian and will represent the Senior Executive Librarian and the organisation as required.

Duties and Responsibilities:

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and will include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to the area of any other local authority.

The duties of the Executive Librarian will be consistent with the provision of a modern 21st century public library service that is responsive to the changing requirements of customers of all ages and abilities.

The duties will include but are not limited to:

- Support the Senior Library Team in the implementation of work programmes and initiatives to deliver the National Public Library Strategy and local Cavan Library Development Plan and as required by the Council's Corporate and Operational Plans
- Contribute to the development of library policies, development programmes, plans and strategies
- Manage and develop ICT systems and services
- Develop, support and promote library services to include but not limited to quality customer service, cultural programming and library events and initiatives
- Supervision of employees in supporting roles up to position / grade of Senior Library Assistant, including assigning duties and workload
- Manage conflicting demands within a team environment and to prescribed timelines and deadlines
- Provide on-going motivation and support to employees in the department / section, including resolving day to day problems and identifying training and development requirements as appropriate
- Ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management
- Communicate and liaise effectively with colleagues, managers and customers in relation to operational matters for their section
- Deliver and supervise daily work flows and service objectives through use of all financial management systems and ICT systems
- Supporting and promoting My Open Library and self-service technologies

- Promote and market library services across traditional and digital platforms to include but not limited to press releases, newsletters, social media campaigns and website developments
- General branch management and development
- Manage library buildings, health and safety, GDPR and child protection as required
- Compile, prepare and present reports as necessary
- Administrative, bibliographic and budget management duties to include data collection and analysis, report writing and financial reconciliation
- Carry out duties in a manner that enhances public trust and confidence and ensures impartial decision making
- Deputising for the Senior Executive Librarian as required
- Any other duties that may be assigned by the line manager.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

In addition it is expected that the ideal candidate will:

- Have a strong understanding of the role of the Executive Librarian and of the future development of library services
- A good understanding of local government in Ireland and a commitment to public service
- have strong interpersonal and communication skills and be capable of representing the Council in a professional and credible manner with all stakeholders
- have the ability to support the library team and provide excellent customer service
- understand the changing library environment and be capable of delivering and adapting to change

- understand the changing environment in which Cavan County Council operates and be capable of adapting to change in order to deliver quality services to our citizens;
- demonstrate strong judgement, supervisory management and decision making skills
- demonstrate strong capacity in the areas of financial management systems and ICT systems
- demonstrate strong administrative experience including report writing and analysis skills
- demonstrate strong capacity to promote and market library services across traditional and digital platforms (including social media)
- demonstrate an ability to work under pressure in a cross functional environment and to tight timelines
- have an ability to lead and manage a team effectively to achieve a common goal, ensuring strong governance standards and ethic standards are adhered to and maintained whilst also being capable of working on their own initiative, in an independent environment
- have experience in collection development to include acquisitions, cataloguing and classification
- be motivated to achieve maximum performance by supporting the current Performance Management and Development System (PMDS)
- have an awareness of Health and Safety legislation and regulations, the implications for the organisation and the employee, and their application in the workplace
- be capable of working closely with other Council Departments and with outside agencies
- have the ability to motivate, empower and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- have a good understanding of the role of digital technologies in the delivery of 21st century public library services;
- be self-motivated with ability to work on own initiative
- have the ability to prepare and manage budgets;

- have an understanding of the role and duties of managers in safety management in the workplace;
- be able to deputise at a senior level.

Work Base:

There are a number of Branch Libraries in Cavan. Library Headquarters is based in Cavan Town. Cavan County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours.

Salary

Remuneration will be at the Executive Librarian Scale of the national wage scales. The present minimum scale is €49,530 increasing to €60,512 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 3rd June, 2022**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Executive Librarian. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of the structure and functions of Local Government • Demonstrate the understanding of key challenges facing Local Government and Cavan County Council • Understands the role of an Executive Librarian • Knowledge of national and local library policy and initiatives, including opinions on future library policy.

	<ul style="list-style-type: none"> • Has a good understanding of the role of digital technologies and new media in the development and delivery of 21st century library services
Competencies:	
Management and Change	<ul style="list-style-type: none"> • Be effective in translating corporate mission and objectives into operational plans and outcomes. • Develop and maintain positive, productive and beneficial working relationships. • Effectively manage the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none"> • Contribute to the development of operational plans and lead the development of team plans. • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
Leading & Motivating & Managing Performance & Communicating effectively	<ul style="list-style-type: none"> • Lead, motivate and engage employees to achieve quality results and Corporate Objectives. • Effectively manage performance • Have effective verbal and written communication skills • Compile, prepare and present reports, presentations, correspondence, etc.
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and seek opportunities to exceed goals. • Manage time and workload effectively. • Maintain a positive, constructive and enthusiastic attitude to their role.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Administrative Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.