



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Library Assistant**

**Closing Time and Date: 5.00 pm Friday 3<sup>rd</sup> 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:-

- Have a good general education

**DETAILS AND PARTICULARS**

Library Assistants make a valuable contribution to the provision of Cavan County Council's Library services. The Library Assistant will work as part of a multidisciplinary team, to meet the wide-ranging information, education, research and cultural needs of the people of Cavan County Council. As part of Cavan County Council's commitment to providing quality Library services to citizens, the Library Assistant will assist in delivering a range of services across its network of branch libraries. Library Assistants provide a point of contact for customers to carry out their business and access information about the Council's Library services. He / she will also be required to operate the Council's existing and future IT systems as part of their work. Staff are required to work a shift pattern over six days.

**Duties**

The duties of the Library Assistant will be such clerical / administrative library duties as may be assigned from time to time by Cavan County Council Libraries. They will include deputising, when required, for other employees of the Council and such duties as may be assigned in relation to the area of any other Local Authority.

**The key duties and responsibilities of the post of Library Assistant include:**

- Frontline staff dealing with the public / customer care (for example responding to queries and providing information);
- Shelving and tidying of library material;
- Issue and discharge of library material;
- Process reservations for material;
- Deal with queries from the public on the collections or various services of Cavan County Council Libraries;
- Help library users retrieve information and access library and other services;
- Book processing – covering, labelling, mending and shelving of library material;
- Assist in the organisation and delivery of events: book clubs; hobby clubs; parent and toddler groups; storytelling and so on;
- General clerical and administrative duties relevant to the Library Service, for example cash management, attendance returns, Health and Safety checklist, branch statistics, filing, photocopying, scanning, telephone, post;
- Operating existing and future IT systems - word processing, spreadsheets, database, library systems, e-mail and internet;
- Assisting the public in using the self-service facilities and other IT equipment;
- Any other duties that may be assigned from time to time.

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.

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

**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.

**Salary**

Remuneration will be at the Library Assistant Scale of the national wage scales. The present minimum scale is €25,353 increasing to €41,500 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 27 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](mailto: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 should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 3<sup>rd</sup> 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.

## INFORMATION SHEET – COMPETENCY FRAMEWORK

In the context of the key duties and responsibilities for the post of Library Assistant listed above, the ideal candidate will demonstrate the following knowledge, experience, skills and competencies:

Essential Requirements	
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the role of Library Assistant</li> <li>• Understanding of the structure and functions of Cavan County Council.</li> <li>• Knowledge of national and local library policy and initiatives.</li> <li>• Has a good understanding of the role of digital technologies and new media in the development and delivery of 21<sup>st</sup> century library services.</li> </ul>
Competencies	
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Take pride in the quality of service delivered and seeks to improve it.</li> <li>• Relate well to others and maintains positive working relationships.</li> <li>• Represent the organisation positively and professionally when dealing with members of the public and other stakeholders.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective written and verbal skills</li> </ul>
<b>Planning, Organising &amp; Team Work</b>	<ul style="list-style-type: none"> <li>• Deliver a high standard of service in line with work plans and schedules.</li> <li>• Manage time and workload effectively.</li> <li>• Take initiative when he or she sees the opportunity to make a contribution.</li> <li>• Work as part of a team to ensure delivery of plans and schedules.</li> <li>• Have a strong team ethic of co-operation and mutual</li> </ul>

	support
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Be open to taking on new challenges or responsibilities.</li> <li>• Be positively motivated to deliver a quality service.</li> <li>• Adopt a positive and constructive approach to work.</li> <li>• Bring enthusiasm and commitment to their role.</li> </ul>

## 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.