



## **JOB DESCRIPTION**

### **Assistant Librarian (Subject Librarian) Dublin City University Library Full-Time, Permanent**

#### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

#### **DCU Library**

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approximately 75 members of staff, representing approximately 63 FTE. The Library manages over 500,000 printed books with other significant collections held in offsite storage. There is a strong emphasis on electronic access and DCU is a member of IReL, a nationally funded programme to acquire electronic content on a consortium basis. The Library also provides access to theses and dissertations, newspapers, web resources and other content types.

The Library has progressed a number of strategic partnerships. These include an alliance with the Jesuit order which saw the transfer of the Library from the Milltown Institute into its care. Other partnerships include those with Poetry Ireland and Children's Books Ireland.

Additional information on the Library is available at: <https://www.dcu.ie/library>. Information on the Library's statement of strategy is available at: [https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21\\_0.pdf](https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21_0.pdf).

### **Overview of the Directorate**

The Research & Teaching directorate is responsible for building and managing relationships with Faculties/Schools, Centres and relevant units to inform library service developments and initiatives. It promotes library services and resources and delivers impactful, collaborative and tailored services to the research and teaching community.

### **Overview of the Role**

The successful individual will join the Library's Research and Teaching Directorate working with the team to deliver high quality teaching, learning and research services, and provide expert advice and assistance to the university community across multiple sites. The successful individual will have Subject Librarian responsibility for schools within the university's Institute of Education.

### **Working Relationships**

- Reports to the Library's Associate Director, Research & Teaching
- Works closely with colleagues across the Directorate and the wider library

### **Duties & Responsibilities**

The responsibilities of this post may change as services and strategic priorities evolve.

### ***Campus Engagement***

- Establish effective and productive collaborative relationships with academic staff and other key stakeholders to ensure the library is kept abreast of plans and trends in teaching and research across assigned schools
- Represent the library, and contribute to relevant committees as appropriate
- Advise and inform academic colleagues of library developments and strategy
- Promote and publicise library services, expertise and resources through a variety of channels to staff and students within assigned schools

### ***Teaching and Learning***

- Actively participate as appropriate in programme /module reviews and accreditation processes and provide advice on library matters relating to information resources, services and information literacy skills development
- Work closely with team colleagues and the Library's Information/Digital Literacy Coordinator to plan, develop, review and evaluate library IL interventions, initiatives and learning materials (online and face-to-face)
- Plan, deliver and evaluate appropriate embedded information literacy skills teaching interventions across relevant programmes/modules

### **Collection Development & Management**

- Strategically develop and assess Library's collections in assigned subject areas in collaboration with academic and library colleagues to ensure collections (print and online) reflect the teaching, learning and research needs of assigned schools/faculties
- Actively participate in, and contribute to ongoing collection development and management initiatives and projects

### **Research Support**

- Provide a one-to-one consultation service to research staff and students in assigned schools
- Deliver tailored classes and workshops as required and contribute to the library's programme of workshops specifically designed for graduate students and research staff
- Provide subject related consultation services to relevant staff and students

### **Other**

- Assist with the provision of a high quality reference service by participating in desk evening/weekend rotas as and when required
- Other duties appropriate to the grade as directed by the University Librarian

### **Qualifications and Experience**

- The successful individual will have a degree and a postgraduate qualification in Library and Information Studies or equivalent
- Have at least three years' experience in an academic library or equivalent

Additionally the successful individual must have:

- The ability to work effectively and collaboratively in a team based environment
- Excellent liaison, networking and relationship building skills with a strong ability to work in partnership with others
- Have the ability to manage competing demands successfully
- Excellent communication, interpersonal, written and presentation skills
- Excellent digital literacy skills including knowledge of key office software applications and relevant library systems
- A proven ability to design, deliver and evaluate information literacy classes and instructional materials both online and face-to-face
- Knowledge and awareness of developments in HE teaching and learning
- An excellent understanding and enthusiasm for information literacy
- A commitment to continuing professional development and training

### **Essential Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.