



Dublin City University Library
Library Assistant Grade 2 (Senior Library Assistant)
Full-Time, Permanent Post x 2

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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>.

Overview of the Directorate

Planning & Administration	Public Services & Outreach
<p>The Planning & Administration unit has responsibility for financial, HR, reporting and governance functions. It is the main link to the University Finance and HR Units. The Unit supports the work of the Library Management Team with regard to annual planning activities and the availability of management information.</p>	<p>The Public Services and Outreach Directorate (PS&O) is a dynamic front-facing department within the DCU library. It manages over a million visits a year and provides excellent customer service to a diverse user population of staff and students within DCU as well as to library visitors. This is provided both face-to-face at our service desks across three library sites, and online through chat, social media and other channels.</p> <p>The directorate is responsible for outreach activity and it fosters engagement within and beyond the university, and in particular with the local community. The directorate also manages external partnerships, events & exhibitions, and has responsibility for the library website and social media channels.</p> <p>PS&O promotes and manifests the visibility and connectedness of DCU Library as a partner and supporter of local community initiatives and plays a particular role in promoting and developing partnerships with local cultural heritage and literacy bodies. Most recently, DCU Library has signed partnership agreements with Poetry Ireland and Children's Books Ireland.</p>

Overview of the Role

Planning & Administration	Public Services & Outreach
The Senior Library Assistant will join the Planning & Administration unit and will work closely with the Assistant Librarian in the unit. The post holder will possess excellent digital skills including knowledge of key office software applications (e.g. Excel, PowerPoint), and the use of or the ability to quickly learn, the Agresso financial payments system and the CorePortal system for managing leave. The postholder will be expected to work across multiple sites.	The Senior Library Assistant will work as a member of the Public Services & Outreach team as the Issue Desk Supervisor and is responsible for the overall day-to-day management of the Issue Desk Services at the O'Reilly Library. The postholder will be expected to work across multiple sites.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

These vacancies are open to existing Library staff who meet the following criteria:

- Leaving Certificate, or equivalent, with Grade D in at least 5 subjects
- Minimum of three years' experience at Library Assistant Grade 1

Please note that staff must have successfully completed their probationary period.

The successful candidates will:

Planning & Administration	Public Services & Outreach
<ul style="list-style-type: none">• Have the ability to work in a busy environment and adapt to change• Have the ability to work alone and as part of a busy team	<ul style="list-style-type: none">• Have excellent customer service experience, commitment and skills• Demonstrate the ability to supervise a team of staff

<ul style="list-style-type: none"> ● Have excellent administrative, organisational and time management skills ● Demonstrate flexibility in their approach to workload and the ability to multi-task and work independently ● Have excellent communication and IT skills e.g. Excel, PowerPoint, PowerPoint ● Be self-motivated, a strong team player and demonstrate initiative ● Have excellent attention to detail skills ● Have excellent communication, written and presentation skills 	<ul style="list-style-type: none"> ● Have excellent administrative, organisational and time management skills ● Demonstrate flexibility in their approach to workload and the ability to multi-task and work independently ● Have excellent communication and IT skills e.g. WordPress, Excel, PowerPoint ● Be self-motivated, a strong team player and demonstrate initiative
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Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health and Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale

Library Assistant Grade 2 - € 37,780- € 50,415

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday, 23rd June 2023

Interviews: Interviews will be held on Tuesday 4th July 2023.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Planning & Administration	Public Services & Outreach
<p>Samantha Groves, Assistant Librarian, Planning & Administration Unit, DCU Library. Email: samantha.groves@dcu.ie</p> <p>Please do not send applications to this email address, instead apply as described below.</p>	<p>Shauna McDermott, Public Services Manager, Public Services & Outreach, DCU Library. Email: shauna.mcdermott@dcu.ie</p> <p>Please do not send applications to this email address, instead apply as described below.</p>

Application Procedure:

Application forms are available from the DCU Current Vacancies website at:

https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: #RC230505/#RC230506 Library Assistant Grade 2 and detail the specific directorate/s you are applying for.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)