



JOB DESCRIPTION

Assistant Librarian (Digital Services) 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.

Overview of the Directorate

The Collections & Digital Services Directorate has a specific focus on managing the full lifecycle of print and electronic content and the management and development of the underlying digital infrastructures.

The Directorate guides the management and development of excellent physical and electronic content to support efficient collection management and is the Library's key link point in partnerships with content providers such as IReL and other consortia based approaches to information provision.

Recently DCU Library has implemented the Ex Libris Alma Library Systems Platform (LSP) and Primo Discovery layer, and is currently planning the implementation of the Leganto reading list module. The Directorate works with teams across the Library to maximise the potential of this new infrastructure. The Directorate will continue to identify and progress future opportunities for digital systems and supports, to make best use of digital potential in library end user service delivery.

Role Profile

The Digital Services Librarian will lead a dedicated team within the Collections & Digital Services Directorate and will manage, develop, and deploy an integrated range of technologies and applications to provide innovative and added value library services and to ensure access to the library's digital collections. They will assist and engage with Library staff in the use of existing as well as the adoption of new and emerging technologies and applications. Working collaboratively within and beyond the Library they will have responsibility for coordinating and supporting colleagues to deliver on all aspects of library systems and digital services.

Working Relationships

- Reports to the Associate Director Collections & Digital Systems
- Works closely with the Digital Services team and Assistant Librarians across the other directorates

Duties & Responsibilities

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

Currently the successful individual will be expected to:

Strategic

- Work closely with the Associate Director, Collections & Digital Services to ensure ongoing development of library systems and digital services.

- Provide leadership and day-to-day management in all aspects of library systems and digital services and continue to develop digital library services to support the University's learning, teaching, and research goals.
- Participate in the development of Library strategic planning and implementation for digital library services and systems, focusing on continuous improvement, and including periodic review and evaluation, with recommendations for enhancements to ensure these align with DCU Library's strategic requirements to optimize user experience.

Operational

- Lead and manage the Digital Services team across DCU Library sites, including developing LSP workflow processes, professional development planning and aligning the team with operational and strategic goals
- Lead and co-ordinate the management of core library systems, e.g. LSP Alma / PrimoVE, Access entry system, Sentry Juno, and provide support to other library IT systems where appropriate e.g. Eprints , Atom, Springshare.
- Champion the ongoing development of the LSP Alma/PrimoVE platform to enhance service delivery and to ensure optimum support to workflows across functional areas such as Fulfillment, Resource Management, E-Resources etc.
- Assist and provide direction to Library staff on best practices, including training, documentation, release notices.
- Manage authentication and authorization systems for access to library resources (e.g. EZProxy, Shibboleth).
- Oversee the management and collation of relevant statistical data and reports from relevant Digital and Library systems to support Library planning & administration.

Financial and Procurement

- Ensure the effective management of the library Digital Services budget and registry of Library IT equipment across the sites.
- Participate in the scoping, procurement and implementation of new library systems and technologies. Manage any system related projects within the library and participate in wider DCU Systems projects as required.

Communications and Cooperation

- Actively engage with Library directorates to support automation of services and streamlining of library workflows; including periodic review of digital platforms and services to ensure excellent user experience.
- Develop, maintain and promote strong working relationships with relevant stakeholders including DCU ISS, other relevant DCU units, and third-party vendors in implementing appropriate technical solutions and system integrations.
- Develop and maintain relationships with peers in similar institutions and represent DCU Library in relevant user groups and committees.
- Participate in evening/weekend rotas as and when required.
- Other duties including variation of same as required by the University Librarian.

Qualifications and Experience

- The successful candidate will have a degree and a postgraduate qualification in Library and or Information Studies or equivalent.
- Have at least 3 years experience in an academic library or equivalent.

Additionally the successful individual must demonstrate:

- The ability to lead a busy team and demonstrable experience of managing operations and projects.
- The ability to build and maintain effective partnerships and relationships.
- A high degree of motivation, flexibility and have the ability to work to deadlines and prioritize workloads.
- Knowledge of and interest in current and emerging relevant technologies, systems, and best practice in the Digital Library domain.
- Strong analytical and problem solving skills.
- Excellent communication and IT skills.

Essential Training

The postholder 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.