



JOB DESCRIPTION

Assistant Librarian (Subject Librarian - Research & Teaching)

Assistant Librarian 1

Dublin City University Library

Full-Time, Permanent

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>. Information on the Library's statement of strategy is available at: https://www.dcu.ie/sites/default/files/inline-files/DCU%20Library%20Statement%20of%20Strategy%202020%20-%202023_0.pdf

Overview of the Directorate

The Research & Teaching directorate (R&T) 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 applicant will join the Library's Research and Teaching Directorate and initially will have direct liaison responsibility for schools within the university's Faculty of Science and Health. The responsibilities of this post may change as services and strategic priorities evolve and change.

Duties & Responsibilities

- 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
- 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
- Participate in, and contribute to ongoing collection development and management initiatives and projects
- 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
- Provide a one-to-one consultation service to research staff and students in assigned schools including assistance for systematic reviews
- Deliver tailored classes and workshops as required and contribute to the library's programme of workshops specifically designed for graduate students and researchers

- Assist with the provision of a high quality reference service by participating in information 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 must have a degree and a postgraduate qualification in Library and Information Studies or equivalent
- Have at least two years' professional experience in an academic library or equivalent

Additionally the successful individual should have to demonstrate:

- 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
- A good comprehension and awareness of developments in HE teaching and learning
- An excellent comprehension and enthusiasm for information and digital literacy
- A dedication to continuing professional development and training

Essential Training

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

Additional Information

An Assistant Librarian I panel may be formed from this competition. Successful individuals who are placed on this panel may be offered Assistant Librarian I roles which arise in the near future. This panel will expire 6 months following the date of interview for this competition.