



Applications are invited from suitably qualified candidates for the following position

**Assistant Librarian Planning & Administration  
Library  
Permanent Contract**

**Dublin City University**

Dublin City University [www.dcu.ie](http://www.dcu.ie) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also 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 approx. 75 members of staff, representing approx. 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)

DCU Library plays a vital role in the University through the provision of extensive collections and availability of expert services. It is now responsible for three Library buildings, one on each DCU campus, a broad suite of electronic and print content and offers a wide range of physical and virtual services. To progress and support this growth, DCU Library now seeks to recruit an Assistant Librarian, Planning & Administration (AL).

This is a new role within the Library with the aim of consolidating administrative, reporting and governance functions into a new Unit. The AL will be responsible for leading and developing this Unit and in developing effective relationships and processes within DCU Library, and with other DCU administrative units. The AL will report to the University Librarian and the Unit will be positioned within the Office of the University Librarian.

### **Role Profile**

The postholder will lead and manage a new unit which consolidates responsibility for financial, HR, reporting and governance functions. They will have responsibility for ensuring the timely and efficient processing of invoices, POs etc. and that the Library meets its organisational and statutory requirements with regard to procurement and financial management. They will also be responsible for ensuring the effective management of various HR stages, including recruitment and leave. They will support the work of the University Librarian and Senior Management Team (SMT) with regard to annual planning activities and the availability of management information. They will lead a records management project to ensure that relevant records are managed appropriately across all Directorates.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

- Holder of Postgraduate qualification in Librarianship or equivalent.
- At least three years' relevant library experience.
- Knowledge of financial, HR and procurement procedures.
- Experience of budgetary planning.

They will also be able to demonstrate the following:

- Excellent social skills, especially in relation to delegation, supervision, negotiation, and mentoring.
- Be highly motivated, flexible and have the ability to work to deadlines and prioritise workloads.
- Keen attention to detail and accuracy.
- Ability to manage competing demands on time and to prioritise tasks.
- The ability to build and maintain effective partnerships and relationships.
- Demonstrate excellent communication, written and presentation skills.
- Understanding of the demands of an academic library and the need to deliver timely services.

**Essential Training**

The postholder 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.

**Salary Scale:**

Assistant Librarian I - €40,754 - €55,985

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

**Closing date:** 25<sup>th</sup> February 2022

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

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

Informal Enquiries in relation to this role should be directed to: Mr. John McDonough, University Librarian, DCU Library, Dublin City University. Email: [john.mcdonough@dcu.ie](mailto:john.mcdonough@dcu.ie)

*Please do not send applications to this email address, instead apply as described below.*

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC211101 Assistant Librarian – Administration & Planning**

**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](#)**