



## **JOB DESCRIPTION**

### **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**

The duties and responsibilities of this post may change as services and strategic priorities develop and it is expected that the post holder will recognise this, and adopt a flexible approach to work and skills development. The current responsibilities include:

- Lead and manage the Planning & Administration Unit including staff supervision.
- Manage and maintain the Library pay and non-pay budget including invoice processing, monthly reporting, procurement administration and other finance and budgetary activities.
- Manage and maintain the HR function within the Library. This will include recruitment, leave management, contract management and liaison with HR
- Develop and implement a library wide records management system.
- Provide administrative support and assistance to Library SMT on strategic and annual planning activities such as Budget submissions, Workforce planning etc.
- Collect and collate management information for periodic review by SMT
- Co-ordinate Library returns for University reporting such as Data Protection, FOI etc.

Initially the post holder will have line responsibility for one Senior Library Assistant. However, the staffing complement will be kept under review as the role matures and develops.

### **Key linkages**

The post holder will be required to develop and maintain key linkages across the Library and University, in particular with the Finance and Human Resource Offices.

## **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 interpersonal 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.