

Comhairle Chontae Chill Mhantáin

Wicklow County Council



Candidate Information Booklet

(Please read carefully)

SENIOR LIBRARY ASSISTANT (GRADE IV)

Ref: 48/2023

Closing Date: 12 noon, Thursday 5TH October 2023



Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website

<https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2023 annual revenue budget for the local authority is approximately €144 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



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SENIOR LIBRARY ASSISTANT REF 48/2023 **Closing Date: Thursday 5th October 2023 - 12 Noon**

The Role

The role of the Senior Library Assistant is to provide support to branch managers or in the case of part-time branches, would be in charge of managing the branch. Senior Library assistants are a vital link in the team which promotes the library as a focal point for cultural activities, for community development for learning and as a digital hub. Senior library assistants may also be called upon to manage a rural outreach service on a mobile library with help from the driver. Senior Library Assistants at HQ provide support for managers in areas where a certain level of experience and/or initiative is required, e.g. administration, accounts management, requests and so on.

A panel may be formed from which future temporary and permanent positions may be filled. The successful candidate(s) may be assigned as required to any of the Branch Libraries / Library Headquarters or to any premises/location in use by the Council now or in the future.

The office is whole time, permanent and pensionable.

Duties

The duties of the Senior Library Assistant will be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities and will include but are not limited to:

- Overseeing and delivering core frontline library services (including online),
- House-keeping and cataloguing functions within the Library Management System,
- Maintaining, developing, and promoting collections and services,
- Answering enquiries, helping students and researchers,
- Providing mediated access to library resources in-house and online,
- Using and promoting new technologies and assisting the public in using technology such as self-service, Internet, online resources, digital equipment, iPads, Android tablets etc.,
- Recommending appropriate books for children and adults of different reading levels and interests,
- Organising, promoting and delivering events and activities such as storytelling / rhyme time, workshops on library IT, book clubs, class visits, lectures, community events, festivals publications, exhibitions etc.,

- Assisting in the implementation of the Right to Read, Healthy Ireland at Your Library, Work Matters and other programmes,
 - Providing outreach services to schools and other community organisations,
 - Selecting, sorting, processing, and distributing stock,
 - General administration and financial administration duties incl. financial processing, maintaining and reviewing statistical records, gathering and compiling information, and reporting on service
- Forging and maintaining links between the library, other Cultural Services Division Services and Donegal County Council services, the education sector and the community,
- Providing cover in other libraries when required to maintain opening hours and services,
 - Managing of the building / facility and service in absence of more senior officer,
 - Administration of buildings / facility and equipment maintenance programme,
 - Ensuring high standards of health and safety and child protection,
 - Proposing ways of delivering better services, and developing such proposals,
 - Contributing to and implementing Wicklow County Council, Library Service and other policies and plans,
 - Supporting senior staff in service planning and delivery,
 - Any other duties as required by the County Librarian/Divisional Manager, Cultural Services Division. These duties are indicative rather than exhaustive and are carried out under general guidance. The duties and responsibilities for this post may vary from time to time.



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QUALIFICATIONS

1 Character

Candidates shall be of good character.

2 Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3 Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (i) Have a good general level of education
- (ii) Have had at least two years satisfactory experience of library work

**FOUR APPLICATION FORMS (one original and three copies)
SHOULD BE RETURNED TO:**

DIRECTOR OF SERVICES
ENTERPRISE & CORPORATE SERVICES
WICKLOW COUNTY COUNCIL
COUNTY BUILDINGS
WICKLOW

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO
ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae will not be accepted.
- It is recommended that forms are typed and not hand written.
- Before signing the form, please ensure you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Wicklow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for interview.
- Applications received after the closing date and time specified will not be accepted.
- Applications received that do not comply with the requirements set out in the booklet i.e. four fully completed signed copies of the application form, will not be accepted.
- Wicklow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Wicklow County Council.
- Interviews may be held in person or by online process through Microsoft Teams.

COMPLETING A COMPETENCY BASED APPLICATION FORM

A competency based application form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered; as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary.

Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Wicklow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services.

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Branch Libraries / Library Headquarters or to any premises/location in use by the Council now or in the future.

Senior Library Assistant Competencies:

Delivering Results; Interpersonal Skills & Communicating Effectively; Customer Service/Teamwork; Relevant Knowledge, Experience & Skills

Key Competencies for the post are set out as follows

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none">• Ability to identify problems and contributing to solutions• Managing Resources• Organising work programme and implementing solutions• Delivering quality work and customer services• Understands the need for ongoing change• Flexibility and openness• Excellent clerical/administrative experience
Interpersonal Skills & Communicating effectively	<ul style="list-style-type: none">• Effective verbal and written communication skills• Engage appropriately and effectively with customers and colleagues• Ability to maintain a focus in dealing with customers in an efficient, respectful and effective manner• Ability to work with other groups to gain co-operation• Remains composed and professional when dealing with challenging issues
Customer Service/ Team Work	<ul style="list-style-type: none">• Maintains a respectful, professional and courteous manner when dealing with customers and colleagues• Develops and maintains good working relationships with others and sharing knowledge and information where necessary• Understands own role within the team, making every effort to play his/her part• Actively listens to others and tries to understand their perspectives/requirements/needs• Understands the steps and processes that customers must go through
Relevant Knowledge, Experience & Skills	<ul style="list-style-type: none">• Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Library and can communicate this to the team.• Has a clear understanding of the structure and functions of Wicklow County Council.• Knowledge of national and local library policy and initiatives, including opinions on future library policy• Has a good understanding of the role of digital technologies and new media in the development and delivery of 21st century library services.• Has experience of preparing reports and correspondence



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PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future Temporary and Permanent Senior Library Assistant Positions may be filled. The position will be fulltime and pensionable.

Probation:

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be six months but the Chief Executive may, at his discretion, extend such period;
- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Salary: €31,551 - €50,345 gross per annum includes 2nd LSI

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

Hours of Work

The person appointed will be required to work 35 hours per week. There will be a requirement to work a two week rota, which will include one evening per week, until 8.30PM plus one Saturday per fortnight. Hours may vary and unsocial hours may apply.

Week 1 – 35 hours Monday to Friday (including one evening)

Week 2 - 35 hours Tuesday – Saturday (including one evening)

Travel

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

Location

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Health

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified Medical Practitioner to be nominated by the Local Authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

Garda Vetting

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

Annual Leave

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

Retirement Age

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in

line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004 and The Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

Superannuation

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RECRUITMENT

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Short listing may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The

candidates shortlisted will be invited to attend for interview. **Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER