

Comhairle Chontae Chill Mhantáin

Wicklow County Council



Candidate Information Booklet

(Please read carefully)

LIBRARIAN

Ref: 47/2023

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



LIBRARIAN (REF: 47/2023)

The Position

The Librarian is a supervisory professional librarian post and performs a role in almost all areas of library service. The post may be assigned responsibility for the day to day management of a branch library, including staff supervision, or alternatively based in Library Headquarters with responsibility for managing particular service areas. The Librarian will work under the direction and management of the County Librarian or other employee designated by the County Librarian or Director of Service as appropriate. The Librarian will work as part of a multi-disciplinary team within the Library Service assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Library Development Programme and team development plans. The Librarian will be expected to use initiative and work to a high standard and will be required to operate the Council's existing and future IT systems as part of their work. The Librarian role requires excellent professional librarian, administrative, employee supervisory and interpersonal and communication skills and expertise.

Duties

The main duties and responsibilities of the Librarian 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. The duties will include but are not limited to the following:

- Ensuring that the Library Development Programme is implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies;
- Identifying opportunities for improvements in service delivery and to use key performance indicators or other performance indicators effectively as appropriate;
- Assist in the development of library policies; development programmes, plans and strategies;
- General branch management and development;
- Developing relationships with stakeholders and participating in community engagement:

- Organising and promoting event and activity programmes;
- Developing and supporting literacy and family support services for children and young people, networking with local schools, teachers and educators;
- Management of information systems and services;
Provide access to information; circulation control, collection development and user education;
- Prepare and manage budgets;
- Developing and promoting local studies services;
- Communicating and liaising effectively with employees, senior managers, customers and elected representatives in relation to operational matters for the Library service;
- Providing specialist assistance and support in the delivery of projects as required;
- Supporting the senior official to communicate, implement and manage all change management initiatives within the Library service;
- Supervising employees in supporting roles up to the position/grade of Senior Library Assistant including assigning duties and workload;
- Provide on-going support to employees
- Ensure full compliance with all organisational policies and procedures;
- To deputise for the Senior Officials as required;
- To undertake any other duties of a similar level and responsibility within the Library service, as may be required, or assigned, from time to time.

QUALIFICATIONS

Character

Each candidate must be of good character.

Health

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

Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application forms, hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies.

DESIREABLE SKILLS & EXPERIENCE:

- Have knowledge of the structure and functions of the local government library service, of current issues, future trends and strategic direction of library services and an understanding of the role of the Librarian in this context;

- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenge;
- Have a good understanding of the role of digital technologies in the delivery of 21st century library services, including social media services and promotion;
- Have a strong interest in developing outreach programmes, including initiatives for children and young people;
- Be highly motivated and have excellent interpersonal and communications skills;
- Demonstrate the ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with customers;
- Have effective budget management skills;
- Have experience of planning/prioritising to meet targets and delegating work appropriately;
- Have experience of problem solving/ decision making;
- Demonstrate openness and a willingness to adopt new ways of working and involve others in change.

COMPLETING A COMPETENCY BASED APPLICATION FORM

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates.

Key Competencies for the post are set out as follows: **Management & Change; Delivering Results; Performance Through People; Personal Effectiveness.**

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none"> • Has a clear understanding of the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation and can communicate this to the team • Understands the need for change and gets this across persuasively to others • Implements change in an orderly and determined manner • Effectively deals with a range of information sources, investigating all relevant issues
Delivering Results	<ul style="list-style-type: none"> • Converts operational objectives into specific work plans, programme activities and schedules, taking into account the broader operation plan when setting priorities • Constructively challenges existing approaches to improve efficient customer service delivery • Allocates resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services
Performance through	<ul style="list-style-type: none"> • Manages team performance to achieve corporate objectives

People	<ul style="list-style-type: none"> Leads by example to motivate staff in the delivery of high quality outcomes and customer service Effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> Is enthusiastic about the role and is highly motivated Manages time and workloads effectively Takes initiative and seeks opportunities to exceed goals Understands the structures and environment within which the local authority sector operates and the role of the Librarian in this context Knowledge of current local government issues

PRINCIPAL CONDITIONS OF EMPLOYMENT

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 her 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: €47,339 - €56,721 per annum includes 2nd LSI EL 01/2023

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.

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.

Health:

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their 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 candidates.

Residence:

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

Annual Leave:

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

Retirement Age:

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

Persons who are NOT new entrants to the Public Service as defined in the Public Services 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.

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.

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. **Shortlisting 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.

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