



NAME OF POSITION: LIBRARIAN – DUBLIN CITY LIBRARIES, DUBLIN CITY COUNCIL

POSITION No: 10/2025

**CLOSING DATE: MIDNIGHT ON
THURSDAY, 13TH MARCH 2025**

INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR LIBRARIAN – DUBLIN CITY LIBRARIES MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. Dublin City Council is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Libraries meets the wide ranging Information, Education, Research and Cultural needs of the citizens of Dublin and the region through its Central Library, its network of 20 Community based Branch Libraries, Community Library Service, Online Services and Specialist Information Points.

THE JOB

Librarian is a first level entry level professional managerial role and is central to the delivery of frontline public library services, involving responsibility for managing resources, staff, programmes and library services to the public. Librarians will work in a variety of assignments including branch libraries and other service points, participating in project work and working in administrative positions.

Dublin City Libraries services are provided over a six-day week and shift work is required in line with public opening hours, including late evenings and weekends.

All offers of employment will be subject to satisfactory Garda Vetting.

THE IDEAL CANDIDATE SHALL

- have the ability to lead, manage and supervise a team effectively;
- have strong interpersonal and communications skills;

- have an understanding of the professional and administrative roles of Librarian and a commitment to Continuous Professional Development (CPD);
- have the ability to work with colleagues from other Dublin City Council departments and outside organisations;
- have excellent IT and Web skills and experience of using a wide range of technologies;
- have a good understanding of local government and a commitment to public service;
- have satisfactory experience of library work;
- have relevant administrative experience;
- have good knowledge and awareness of Health and Safety legislation and Regulations, the implications for the organisation and the employee and their application in the workplace.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

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

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- (a) hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies.

DUTIES

The duties of the post include, but are not limited to, the following: -

- providing frontline library service to the public;
- leading and managing library staff, buildings, resources and services;
- managing day to day running of a small branch library or be part of a professional team in a larger branch;
- managing performance and service delivery to expected standards in line with library targets, plans and policies;
- promoting the library service via multiple channels;
- providing service analysis and reports as required using diverse communications channels;
- planning, organise and participate in library programmes, events and activities;
- building relevant partnerships and networks;
- performing professional bibliographic duties as required;
- performing administration duties;
- such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a)** The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b)** To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

Posts of **Librarian** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

- Candidates should note that the information provided by them in their application form and assessment questions will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form, in conjunction with the answers given in the assessment question. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- **Delivering Results**
- **Performance through People**
- **Communicating Effectively**
- **Personal Effectiveness**
- **Understanding Purpose and Change**

Please see page 7 & 8 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Librarian** is: -

€50,206; €51,705; €53,236; €54,799; €56,374 (Maximum); €58,209 (1st LSI) (after 3 years satisfactory service on the Maximum); €60,051 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons, will be the subject of Garda Vetting.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Thursday, 13th March 2025.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2025

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

The following competency framework has been developed for the position of **Librarian**.

The key competencies for the role are as follows;

Competency	Examples of Behaviours
Delivering Results	<p>Takes a role as leader of team or group.</p> <p>Acts quickly and decisively in a crisis and deals with problems in a proactive way.</p> <p>Ability to adapt to a changing internal and external environment.</p> <p>Takes personal responsibility for delivering results.</p> <p>Builds team commitment to achieving goals by enabling others to find solutions to problems.</p>
Performance through People	<p>Demonstrates a good understanding of the components of the job.</p> <p>Plans ahead, prioritise tasks, prepares for contingencies and has a back-up plan.</p> <p>Leads and develops the team to achieve corporate objectives.</p> <p>Effectively manages performance.</p> <p>Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</p>
Communicating Effectively	<p>Adaptability and flexibility to respond and communicate to a variety of audiences in appropriate and varying formats.</p> <p>Communicate effectively with confidence and diplomacy.</p> <p>Ability to develop and maintain good working relationships on all levels, internally, nationally and internationally.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p> <p>Capacity to influence people and situations to achieve goals</p>
Personal Effectiveness	<p>Ability to make informed decisions in a clear and confident way.</p> <p>Consults the 'experts' for advice when needed.</p> <p>Identifies, analyses and manages potential risk and plans for contingencies within areas of responsibility.</p> <p>Ability to weigh up the pros and cons of a situation.</p> <p>Maintains positive, constructive and enthusiastic attitude to their role.</p>

<p>Understanding Purpose and Change</p>	<p>Understanding of Dublin City Council as the largest local authority in the country and of the role and direction of the public library service.</p> <p>Understanding of the professional and managerial role of Librarian and of the ethos of the public library service.</p> <p>Demonstrates an understanding of the role of digital technologies and new media in the development and delivery of library services.</p> <p>Understands the responsibilities of a local authority supervisor or employee to uphold high standards of governance, compliance and behaviour.</p> <p>Demonstrates flexibility and openness to change.</p> <p>Demonstrates clear commitment to delivering client focused library services.</p> <p>Understands the role of the Librarian.</p>
--	---