



Subject Librarian (Fixed Term Full Time)

James Hardiman Library

REF:007811



National University of Ireland, Galway

JAMES HARDIMAN LIBRARY

Applications are invited for the following post:

Subject Librarian Fixed Term (1st September 2015 to 31st March 2016)

The person appointed will be responsible for the provision of learning and information support to students and staff, through information skills training, guides and one-to-one support, delivered both face-to-face and online; through collection development and management in assigned subject areas; and through liaison with academic staff.

S/He must have relevant work experience in an academic (preferably 3rd level) library. Experience in providing learning and information support and training (both face-to-face and online) is essential, as is familiarity with the range of print and electronic information sources available.

The successful candidate will, in addition to having relevant experience, bring ambition, ability to learn new skills, adaptability and agility to this exciting position.

Requirements

- A degree plus a recognised qualification in Librarianship, Information Studies or Information Science.
- Significant relevant work experience in an academic (preferably 3rd level) environment.
- Excellent interpersonal, relationship-building and presentation skills
- Excellent IT skills
- Experience of face-to-face and online delivery of training and guidance, including the creation of interactive online training materials.

Salary Scales:

Asst. Librarian 2: €39846 x 7 = €49303 p.a (pro rata)

Asst. Librarian 1: €47197 x 5 = €56511 p.a. (pro rata)

This appointment will be made on the above scale in line with current Government pay policy. Appointment will be made at the first point of the scale.

For pre 1995 public sector entrants in Ireland, the D class Salary rates will apply.

Closing date for receipt of applications is 17.00 (GMT) on Friday 24th July 2015. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

For more information and Application Form please see 'Application and Appointment Procedures' (page 8). Applications should be submitted online.

National University of Ireland Galway is an equal opportunities employer

Background to Post

The James Hardiman Library's Learning Support team comprises Subject Librarians, Information Assistants, the Academic Writing Centre Manager and a team of Academic Writing Centre tutors. This team together provides learning support services to the undergraduate and postgraduate students of the Colleges of Arts, Social Sciences and Celtic Studies; Business, Public Policy and Law; Engineering and Informatics; Medicine, Nursing and Health Sciences; and Science of NUI Galway. Learning support services are managed by the Head of Information Access and Learning Services.

The Subject Librarian team focuses their support on the information needs of undergraduate and taught postgraduate students. The Subject Librarians are assisted in delivering these services by a team of Information Assistants.

The team deliver information skills training to approximately 9000 students each academic year, usually as embedded tutorials within academic programmes. This training is developed by the Subject Librarians in consultation with the relevant academic staff. Increasingly face-to-face training is complemented by a growing suite of online video tutorials and guides. The team also support students with their subject-related enquiries one-to-one or in groups, face-to-face, via email or through the University's ticketing system.

Subject Librarians liaise with academic staff in their assigned subject areas to ensure the information needs of staff and students in those schools are well understood and that library services and collections reflect those needs. They are responsible for collection development within their assigned subject areas.

The key role of the advertised post is to support the information needs of staff and students in the School of Business and Economics and some areas of Science. The successful candidate will, in addition to having relevant experience, bring ambition, ability to learn new skills, adaptability and agility to this exciting position.

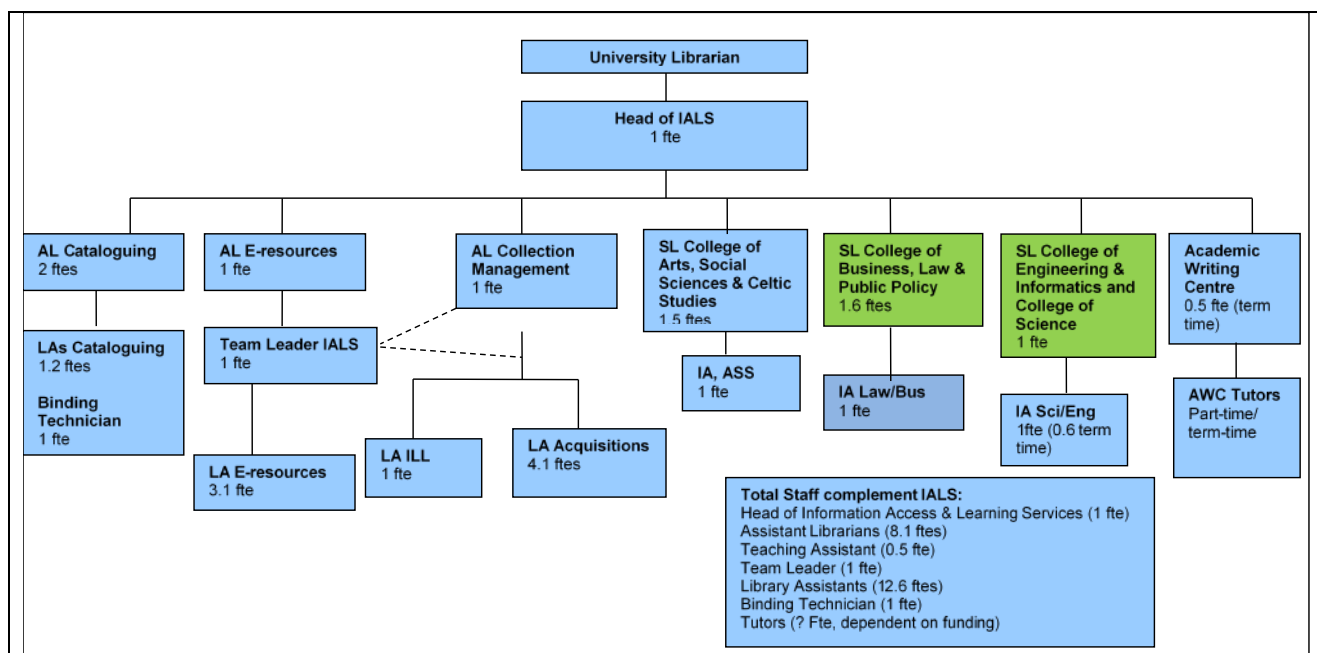
Approval has been given to fill the post on a contract basis while a review of staffing deployments is conducted.

Further information about the Library is available at <http://www.library.nuigalway.ie/> and also at the end of the job description following.

Please note: The job description which follows reflects the core activities of the role, and as the University and the post holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post holder will recognise this, and adopt a flexible approach to work and be willing to participate in training.

JOB DESCRIPTION

1. Job Title	Discipline/Section	Current Job Holder	
Subject Librarian (Fixed Term Full Time)	Library	Vacant	
Is post Permanent or a Contract?	Contract		
<p>2. Role Relationships</p> <p>The Subject Librarian will report to the Head of Information Access and Learning Services. S/he will work as part of the Library staff team and will have specific job contact with:</p> <ul style="list-style-type: none"> Academic Staff Postgraduate Students Undergraduate Students International Students Information Assistants Other Subject Librarians Research Services Librarian Other Library and University staff 			
<p>Please complete simple organisation chart to illustrate position of job holder:</p> <p>Organisational Chart (Information Access and Learning Services Division, James Hardiman Library):</p>			



3. MAIN PURPOSE OF JOB:

To develop and deliver information skills support to students of assigned subject areas through training events, guides and one-to-one support.

To contribute to collection development and management in assigned subject areas.

To liaise with academic staff in assigned subject areas and ensure that they are kept informed of developments in library services, available budgets, etc. and that the library is fully aware of their evolving needs and developments.

Assigned subject areas are likely to be Business, Economics and some areas of Science during the lifetime of this contract.

4. MAIN DUTIES AND RESPONSIBILITIES:

- To identify, develop and deliver appropriate information skills training events and guides.
- To make the best use of technologies to deliver training and guidance online, in print and face-to face.
- To provide an advanced information enquiry service to staff and students of assigned subject areas.
- To develop the Library's collection in assigned subject areas, ensuring that the material required by staff and students is available to them in the most appropriate format. This will be achieved by liaising with academic staff in relation to their reading lists, reviewing the collection in light of the library's evolving collection policies, selecting, deselecting or withdrawing materials as appropriate.

- To identify, through on-going active liaison, the teaching and learning needs of academic staff and students in assigned subject areas.
- To keep Library management and other Library staff informed of the evolving needs of staff and students and to ensure that all Library services are meeting those needs.
- To ensure, through liaison and promotion that staff and students are aware of all relevant Library services.
- To liaise with academic staff and other Library staff regarding available book and journal budgets, ensuring the best use of funds allocated.
- To manage, supervise and develop the work of staffing assigned to the area.

Please note: This job description reflects the core activities of the role, and as the University and the post holder develop, there will inevitably be changes in the emphasis of duties.

5. SPECIAL FEATURES OF JOB:

Qualifications

A degree plus a recognised qualification in Librarianship, Information Studies or Information Science.

Skills and Experience

- Significant relevant work experience in an academic (preferably 3rd level) environment.
- Excellent interpersonal, relationship-building and presentation skills.
- Excellent IT skills.
- Experience of face-to-face and online delivery of training and guidance, including the creation of interactive online training materials.

Attributes

- Flexibility in responding to a variety of demands.
- Outward-looking, proactive attitude.
- An understanding of the evolving needs and expectations of users.
- Ability to represent the Library effectively as the Library's ambassador.
- Ability and commitment to working as part of a team.
- Commitment and enthusiasm for the provision of a quality service.

National University of Ireland, Galway

James Hardiman Library

Background Information for Applicants

The Library of National University of Ireland, Galway, is named after James Hardiman, born in 1782, noted antiquarian and author of the standard history of Galway and other works and first Librarian of the College (1849-1855).

The James Hardiman Library is the main Library for the University and is located at the heart of the campus. There is also a separate Medical Library, currently being extended and refurbished, in the Clinical Sciences Institute at University College Hospital. The Hardiman Building for Arts, Humanities and Social Sciences research, adjoining the James Hardiman Library, opened in Summer 2013.

[A Vision for the Library in 2020](#), published following extensive consultation in 2014, promotes the Library as NUI Galway's hub for scholarly information discovery, sharing and publication. Other documents of note are the [Collections Strategy](#) and the [Digital Scholarship Enablement Strategy](#).

The Library contains just 520,000 printed books, with the total stock, including bound periodicals, being nearer to 700,000 volumes. There is a strong emphasis on electronic access and NUI Galway is a member of IReL (the Irish Research eLibrary), a nationally funded programme to acquire electronic content on a consortium basis. The Library provides access to over 70,000 electronic journal titles in full text, along with over 370,000 electronic books.

Archives are vital to the academic mission of the University. Areas of focus are literature, theatre, film and the performing arts, and historical and political collections, all including significant Irish-language and regional material. A major project to digitise the archive of the Abbey Theatre is nearing completion and reflects an increasing focus on digital publishing, curation and access. Complementing the archives are special collections, whose particular strengths include folklore, Irish-language materials and travel literature relating to Ireland.

The Library employs 90 members of staff (including 8 student shelvers) or 69.6 FTE. Total recurrent funding for 2014/2015 is €6,188,960, including an information resources budget of €1,834,120. Building space is 13,751m², incorporating a share of the Hardiman Building, as well as off-site storage, and a total of 1,998 reader spaces. The Assistive Technology Service and Academic Writing Centre are also based in the Library. Term-time opening hours are 0830-2200 Monday-Friday, 0830-1730 Saturday and 1000-1730 Sunday. The main Library system is Aleph, supplemented by others including Primo (discovery), CALM (archives), DSpace (institutional repository), Islandora (digital collections) and Talis Aspire (reading list management).

University staff and students are the primary audience, but services are also available to external members (for a fee), visitors and members of other universities. The Library is accountable for its service provision to a range of parties: the University Management Team, specifically the Registrar and Deputy President; University committees, notably the Library Strategy Committee, the Archives Strategy and the Support Services Committee; and all service users.

APPLICATION AND APPOINTMENT PROCEDURES

1. Application

A. Current NUI Galway employees

If you are a current NUI Galway employee please use the NUI Galway Employee Self Service (ESS) portal to apply for this post. The following is a link to the ESS portal:

<http://ess.nuigalway.ie>

The following is a link to a **User Guide** for ESS:

www.nuigalway.ie/hr/documents/internal/nuig_user_guide_support_internal.pdf

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error

Late applications will not be accepted

Non NUI Galway employees

If you are not a current NUI Galway employee please use the NUI Galway online recruitment portal to apply for this post. The following are links to the online recruitment portal:

<http://erecruit.nuigalway.ie> or

https://cloud.corehr.com/pls/nuigliverecruit/erg_search_package.search_form?p_company=1&p_internal_external=E

The following is a link to a **User Guide** for the online recruitment portal:

www.nuigalway.ie/hr/documents/nuig_user_guide_support_external.pdf

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error

Late applications will not be accepted.

The completed application document must be submitted online to reach the Human Resources Office no later than **17.00 (GMT) on Friday 24th July 2015**.

- B. All applicants will receive an acknowledgement of application. If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@nuigalway.ie or telephone 091-492151.

C. **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

D. **Pension Entitlements:**

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate.

The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

E. **Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Assessment Procedure

(a) Assessment Board

Applications will be considered by an Assessment Board, which will shortlist and interview candidates.

Candidates who are invited to attend for interview will have their reasonable return travel and subsistence expenses paid.

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authorities.

(b) Interview Dates

Candidates will be advised of arrangements in due course.

(c) Expenses

Only candidates invited to the Assessors' Interview (see (a) above) will have their reasonable return travel and subsistence expenses paid.

(d) The successful candidate will be required to submit evidence of age, original qualifications and undergo a medical examination.

Appointments will be conditional on work authorisation validation. Further details are available at www.djei.ie

Human Resources Office

July 2015