

Candidate Information Booklet

Executive Librarian

Closing Date:
5.00 pm Thursday 29th April, 2021

Wexford County Council is committed to a policy of equal opportunity.

This competition is being managed by:

Margaret Dunphy
Recruitment Desk
HR Section
Wexford County Council
053 919 6394
E: recruitment@wexfordcoco.ie

DESCRIPTION OF THE POST

The Executive Librarian is a frontline middle management position within Wexford County Council and is assigned responsibility for managing the performance of a public library or an area within Wexford County Council Libraries.

The Executive Librarian will work under the direction and management of the County Librarian and or Senior Executive Librarian or analogous grade or other employee designated by the County Librarian or Director of Services as appropriate.

An Executive Librarian's operational duties may include the day to day running of a public library, will be responsible for the management and development of library services, the supervision and management of staff within that public library, the planning, allocation and prioritisation of work in order to achieve relevant goals, targets and standards as per Team and Departmental plans. Reporting of progress under relevant corporate plans and strategies is also expected. Other duties may include representing the Library Service or the Council on various committees and contributing through the business planning process.

The Executive 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, requiring excellent administrative, employee management, interpersonal, communication and other particular skills and expertise depending on assignment.

The successful candidate will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER:

Candidates shall be of good character.

2. 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.

3. EDUCATION, TRAINING, EXPERIENCE, ETC. :

Each candidate must, on the latest date for receipt of completed Application Forms:

- (i) hold a Level 8 degree on the National Framework of Qualifications in the area of Library and Information Studies;
- (ii) have satisfactory experience of library work;
- (iii) have a good level of communication skills and
- (iv) have an awareness of community based services

It is also desirable that candidates have a strong commitment to customer service and a working knowledge of current information technology applications

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will possess the following:

- Knowledge and understanding of the structure and functions of local government, of local government issues and priorities and key concerns of local government;
- Understanding of the role of an Executive Librarian;
- Relevant administrative experience at a sufficiently high level;
- Experience of managing and supervising staff;
- The ability to motivate, empower and encourage staff to achieve maximum performance;
- Understand the changing operating environment of local government and be capable of leading change in order to deliver quality services to our citizens;
- An understanding of the representational role of elected members;
- Effective financial and resource management skills;
- Proven management analysis, report writing and presentation skills;
- Knowledge and experience of operating various I.T. systems;
- Be capable to working under pressure to tight deadlines in the delivery of key operational objectives;

DUTIES OF THE POST

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required.

The duties of the Executive Librarian shall 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 the following:

- Working with the Senior Library Management Team to plan and deliver the local authority Library Development Programme.
- Leading change across the library service to enable delivery of quality services to the public.
- Leading a Library team. Facilitating Performance Management and Development. Management of administrative functions, including HR, finance and eServices
- Branch library development, including building collections, developing services and enhancing and maintaining physical infrastructure.
- Forging strong links, through outreach, between the library and the wider community, education and business sectors.
- Developing, delivering and promoting an innovative programme of events and user education including exhibitions, lectures and other activities.
- Planning and delivering literacy support services
- Managing Health and Safety and Child Protection within the Library Service.
- Planning and oversight for local budgets, procurement and ICT.
- Participation in both national and local council committees for the development and implementation of new, innovative services.
- Promoting library services and growing membership.
- Preparation of reports and attendance and presentations at meetings.
- Other such duties as may be assigned from time to time.

Persons appointed shall carry out such duties relating to the management and administration of the library and archive services of the local authority as may be assigned to them, and the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

COMPETENCIES FOR THE POST

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 candidates:

<p>Management and Change</p>	<p>Contributes to the development of policies in own area and is effective in translating corporate policies and strategies of Wexford County Council into operational plans and outputs;</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional working relationships;</p> <p>Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change;</p>
<p>Delivering Results</p>	<p>Acts decisively and makes timely, informed and effective decisions and displays good judgement and balance in making decisions or recommendations;</p> <p>Maintains a strong focus on meeting the needs of customers at all times;</p> <p>Allocates resources effectively to deliver on operational plans;</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner;</p> <p>Ensures compliance with legislation, regulation and procedures;</p>
<p>Performance through People</p>	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Addresses any performance issues in a timely, appropriate and constructive manner;</p> <p>Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;</p> <p>Has excellent written and verbal skills;</p>

<p>Personal Effectiveness</p>	<p>Develops the expertise necessary to carry out the role to a high standard and shares this with others;</p> <p>Manages time and workloads effectively;</p> <p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on their Department or Local Government;</p>
--------------------------------------	---

SELECTION PROCESS:

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible. *(see notes at the end of this document in relation to completing online application form)*

Closing date: 5.00pm Thursday 29th April, 2021

Applications will only be accepted by email to: recruitment@wexfordcoco.ie

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie

CONDITIONS OF SERVICE

1. Tenure:

The post is whole-time, permanent and pensionable.

Persons who become pensionable employees 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 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).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their 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) in accordance with the terms of the Scheme.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

SALARY: €48,540 - €59,320 (LSI 2) per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Hours of Duty

The successful candidate **must** be available to work weekend and evening work as part of normal roster. The working hours shall be within the times of 9.00 a.m. to 9.00 p.m. subject to review from time to time. Rotas may be amended periodically in response to service needs.

5. Work Base

There are 5 Branch Libraries in County Wexford in Wexford Town, New Ross, Bunclody, Enniscorthy and Gorey. Library Headquarters is based in Wexford Town. A mobile library service operates countywide.

The Council reserves the right to assign the successful candidate to any premises/service in use by the Council now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

6. Health:

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

7. Retirement/Superannuation:

Single Public Service Pension Scheme:

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.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

8. Residence:

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

This competition is being managed by:

Margaret Dunphy
Recruitment Desk
HR Section
Wexford County Council
053 919 6394
E: recruitment@wexfordcoco.ie

Notes for completing the online application form:

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points