

Candidate Information Booklet

Temporary Library Assistant

Closing Date:

5.00 pm Thursday 21st January, 2021

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

This competition is being managed by:

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DESCRIPTION OF THE POST

A Library Assistant is the entry grade within the administrative structure of Wexford County Council.

The Library Assistant will work as part of a team to meet goals and objectives and to deliver quality services to internal and external customers.

As part of our commitment to providing a quality service, the Library Assistant will assist in delivering a wide range of services within the Library Service. Library Assistants provide a point of contact for customers to carry out their business and access information about available services.

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER:

Candidates shall be of good character and references shall be sought.

2. HEALTH:

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

3. EDUCATION, TRAINING AND EXPERIENCE ETC.:

Each candidate must have a good general level of education.

(a) Good level of communication skills;

(b) 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 on page 3/4. In addition, the successful candidate will possess the following :

A clear understanding of library services;

Understanding of the role of a Library Assistant;

Relevant administrative and IT experience;

Strong customer service ethos;

Experience of working as part of a team;

Knowledge and experience of operating IT systems, spreadsheets, Microsoft Office;

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; these shall include 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, and may include the following:

The duties of the Library Assistant 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;

- Providing frontline library service to the public with an emphasis on excellent customer service;
- Providing access to library resources including online resources;
- Supporting senior staff in the delivery of library services;
- Using and promoting the use of new technologies;
- Effectively maintaining and promoting stock in the library through shelving and display;
- Assisting in effective library outreach to communities and schools;
- Providing advice and guidance on reading material for adults and children;
- Assisting in the organisation and delivery of events including events for children;
- Carrying out administrative duties relevant to the library service;
- Carrying out such other duties as may be assigned from time to time.

The duties shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be assigned to him/her 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:

Team Work	Shows respect for colleagues and co-workers; Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate; Offers own ideas and perspectives; Understands own role in the team, making every effort to play his/her part;
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Information Management/ Processing	<p>Approaches and delivers all work in a thorough and organised manner;</p> <p>Follows procedures and protocols, understanding their value and the rationale behind them;</p> <p>Keeps high quality records that are easy for others to understand;;</p> <p>Suggests new ways of doing things better and more efficiently;</p> <p>Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc;</p>
Delivery of Results	<p>Completes work in a timely manner;</p> <p>Adapts quickly to new ways of doing things;</p> <p>Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes;</p> <p>Writes with correct grammar and spelling and draws reasonable conclusions from written instructions;</p>
Customer Service	<p>Understands the steps or processes that customers must go through and can clearly explain these;</p> <p>Is respectful, courteous and professional, remaining composed, even in challenging circumstances;</p> <p>Can be firm when necessary and communicate with confidence and authority;</p> <p>Communicates clearly and fluently when speaking and in writing;</p>
Local Government Knowledge	<p>Has a clear understanding and knowledge of local government including the services provided by the Library.</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.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm Thursday 21st January, 2021.**

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,
- 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, temporary 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 dependent or qualified children).

All persons who become pensionable employees 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 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 dependent 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: €24,602 – €40,589 (1st LSI)

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. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. 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.

6. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries, please contact the following:

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