

TITLE: Library Assistant 2 - Grade IV (PWT) Permanent Whole-Time (Initial Assignment – Galway Campus)

LOCATION: Galway Campus

Competition Type:

This is a confined competition from the Education & Training Sector Candidate Pool (The Education & Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector, the Education and Training Sector comprising Education and Training Boards (ETBs) and Institutes of Technology (IOTs).

REQUIREMENTS

Candidates must:

- have the requisite knowledge, skills and competencies to carry out the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector.

The recommended candidate must also pass a medical examination prior to taking up duty.

DUTIES:

The appointee may be assigned to any of a very wide range of areas or activities carried out in an Institute Library, in any of its campuses.

The job could include the supervision of small groups of staff on routine clearly defined tasks where the jobholder's duties include the organisation of work and staff to carry out a specific task. Duties could include assisting in user education; maintaining journal collections; issue desk duties; preparing claims for non received titles and helping with computer equipment.

Alternatively, the job could involve work on specific areas of service provided by or within the Institute Library, involving the application of interpreted policy under general supervision only, to specific cases and the making of recommendations on a particular course of action.

The appointee could also be involved in the provision of a range of supportive services, involving access to and processing confidential information. The job will involve regular contacts with students, staff, the public and organisations and individuals at all levels where discretion, tact, courtesy and judgement would have to be constantly exercised.



All jobs in the Library demand a good knowledge and skill in the use of Information and Communication Technologies and appointees will be expected to use new techniques and technologies as they arise. The Institute will provide the necessary training as appropriate.

Following appointment, the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. On assignment to the post, the Institute will provide a list of duties and responsibilities applicable to the post.

HOURS OF WORK: 37 hours per week

The successful candidate will have to be available to work evenings and Saturdays.

ANNUAL LEAVE: 23 days annual leave per annum (New Entrant) as per Circular 0009/2014.

For existing staff who have their leave entitlements set in accordance with Circular 0009/2014, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.

Salary Scale: €30,212.00 - €42,042.00 (8 Increments)