



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Librarian

Closing date for receipt of completed application forms is 4.00 p.m.
on the 12th December 2024.

***Kildare County Council is committed to a
policy of equal opportunity.***





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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Librarian with Kildare County Council.

The Position & Role

The Librarian is a supervisory professional librarian post and performs a role in almost all areas of library service. The post may be assigned responsibility for the day to day management of a branch library, including staff supervision, or alternatively based in Library Headquarters with responsibility for managing particular service areas.

The Librarian will work under the direction and management of the County Librarian or other employee designated by the County Librarian or Director of Service as appropriate.

The Librarian will work as part of a multi-disciplinary team within the Library Service assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Library Development Programme and team development plans. The 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.

The Librarian role requires excellent professional librarian, administrative, employee supervisory and interpersonal and communication skills and expertise.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Librarian Grade as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Have knowledge of the structure and functions of the local government library service, of current issues, future trends and strategic direction of library services and an understanding of the role of the Librarian in this context;
- Have a minimum of two years satisfactory experience of library work.
- Have experience at a management level.
- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenge;
- Have a good understanding of the role of digital technologies in the delivery of 21st Century library services;
- Be highly motivated and have excellent interpersonal and communications skills;
- Demonstrate the ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with customers;
- Have effective budget management skills;
- Have experience of planning/prioritising to meet targets and delegating work appropriately;
- Have experience of problem solving/ decision making.
- Demonstrate openness and a willingness to adopt new ways of working and involve others in change.
- Have project management, administration and report writing skills.
- Understand core issues around data protection.
- Demonstrate an understanding of and health & safety management.
- Have excellent knowledge and understanding of the structures and functions of local government, of current local government issues, challenges and priorities.
- Have an in-depth understanding of the role of Librarian.
- A sound understanding of the representational role of the elected members and the need to work in partnership to deliver quality services and implement policy decisions.

Duties and Responsibilities

The main duties and responsibilities of the Librarian will be consistent with the provision of a modern 21st century public library service that is responsive to the changing requirements of customers of all ages and abilities. The duties will include but are not limited to the following:

- Ensuring that the Library Development Programme is implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies;

- Identifying opportunities for improvements in service delivery and to use key performance indicators or other performance indicators effectively as appropriate;
- Assist in the development of library policies; development programmes, plans and strategies;
- General branch management and development;
- Management of information systems and services;
- Provide access to information; circulation control, collection development and user education;
- Communicating and liaising effectively with employees, senior managers, customers and elected representatives in relation to operational matters for the Library service;
- Providing specialist assistance and support in the delivery of projects as required;
- Supporting the Executive Librarian or other nominated senior official to communicate, implement and manage all change management initiatives within the Library service;
- Supervising employees in supporting roles up to the position/grade of Senior Library Assistant including assigning duties and workload; scheduling and prioritising work and monitoring and reporting on progress.
- Provide on-going support to employees under their control, including performance management, handling day to day issues, and identifying training and development requirements as appropriate;
- Ensure full compliance with all organisational policies and procedures;
- Support the Executive Librarian or designated Senior Official in the management and implementation of Health and Safety for the Branch Library or Library HQ; to be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- To deputise for the Executive Librarian as required;
- To represent their section or department on committees or at meetings and give progress reports as required.
- To be involved in the day-to-day management of resources within their section or team.
- To participate in corporate activities and responsibilities appropriate to the grade.
- To undertake any other duties of a similar level and responsibility within the Library service, as may be required, or assigned, from time to time.

Qualifications

Character:

Each candidate must be of good character.

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.

Education, Training and Experience etc.:

Essential Requirements:

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

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

Driving Licence

Holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

Applicants should at the date of applying hold a full valid Irish /EU licence, for **Class B** vehicles, be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

Competencies for the post of Librarian

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 to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Management and Change	Strategic Ability Demonstrates flexibility and an openness to change. Challenges the status quo to see how systems, processes and practices may be improved. Networking and Representing Can work with multiple stakeholders to implement change Implement change in an orderly and determined manner. Bringing about Change Recognises that people react differently to change and manages this accordingly Understand the need for change and get this across persuasively to others. Make a positive case for change and elicit commitment from others.
Performance through People	Leading and Motivating Lead the team/service area in a manner that provides clarity of purpose and a focus on delivery.

	<p>Show visible commitment to the purpose, mission and vision of the organisation.</p> <p>Managing Performance Develop the team and its members to achieve corporate objectives through the effective management of performance.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees.</p> <p>Have effective written and verbal communication and interpersonal skills.</p>
Delivering Results	<p>Problem Solving and Decision Making Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards. Technical knowledge and expertise commensurate with the role of Librarian. Translate the business/team plan objectives into clear priorities and actions for their area of operation.</p> <p>Managing Resources Allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services. Help establish high quality service and customer care standards.</p>
Personal Effectiveness	<p>Delivering Quality Outcomes Take initiative and be open to taking on new challenges or responsibilities. Evaluates the outcomes achieved, identifies learning and implements improvements required. Establishes high quality service and customer care standards.</p>

	<p>Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</p> <p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility.</p> <p>Understanding the structures and environment within which the library service operates and the role of the Librarian in this context.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self- confidence.</p> <p>Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</p> <p>Maintain a positive and constructive and enthusiastic attitude to their role.</p> <p>Manage time and workload effectively.</p>
<p>Knowledge, Experience and Skills</p>	<p>Knowledge and understanding of the structure and functions of local government including service requirements.</p> <p>Knowledge of current local government issues.</p> <p>Understanding of the role of a Librarian</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>Knowledge and experience of operating ICT systems.</p>

Particulars of Employment

The Post

The post is wholetime (i.e., 35 hours per week) and appointment may be permanent or temporary.

Location

The successful candidate may be based in any of our library facilities across County Kildare.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council 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 they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The working hours are 35 hours per week which will include weekend and evening working hours. The successful candidate must be available to work weekend and evening work as part of normal roster. Rotas may be amended periodically in response to service needs.

The Council reserves the right to alter your hours of work from time to time. You may be required to work additional hours on a time off in lieu basis on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

Librarians report directly to the Executive Librarian or other appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;

- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

€50,206 per annum to €56,374 per annum (maximum)
€58,209 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€60,051 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- 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 is 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.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

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 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 for the position being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Page 4 and 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. 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.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management and Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 5, 6 and 7.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County

Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Candidates must, by the date of any job offer, 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