

## INSTITUTE OF PUBLIC ADMINISTRATION

## JOB DESCRIPTION

**Title of Post:** Assistant Librarian

**Grade:** 4

**Reports to:** Head of Library and Information Services

**Job Function:** To be informed about and meet the library and information needs of faculty, staff, students and clients of the Institute, both now and in the future, and as a result, to assist in the effective and efficient delivery of a quality and relevant service to all users, in their areas of study or research interest.

**Hours:** 18.5 hours per week, working fixed afternoon hours, Monday to Friday in addition to the Library rota requirements for evenings and / or weekends during the academic year.

### Principal Duties and Responsibilities

- To ensure the provision of an efficient and effective library service to the Institute's staff, students and clients
- To assist in the overall planning and management of the library and information services
- To assist with meeting the Quality Assurance obligations of the Library
- To supervise on a day-to-day basis, or as delegated by the Head of Library and Information Services, library routines, including the induction and training of staff.
- To classify and catalogue all Library materials.
- To participate in the ongoing computerisation of the Library, its materials, systems and services.
- To assist in the planning, promotion, delivery and evaluation of a programme of user education including the use of electronic resources.
- To provide information services to library users – including research support, literature searching, referencing, academic integrity etc.
- To deal with user queries either in person at the Library Inquiry Desk or by phone, e-mail, letter or fax.
- To promote the use of the Library.
- To liaise with external providers of information and services.
- To deputise for the Head of Library and Information Services in his/her absence and to cover for colleagues as required.
- To perform other duties as may from time to time be requested by the Head of Library and Information Services.

The lead responsibilities within the above duties may be rotated under the direction of the Head of Library and Information Services and will be determined by the operational demands of the Library. A certain level of flexibility will be required from the incumbent in this role while carrying out his/her respective duties.

## **Person Specification**

The ideal applicant will

- have a recognised library/information qualification
- be proactive in terms of service provision
- have 3-6 years experience of library work
- have an understanding and experience of computerised information systems and services
- have excellent interpersonal skills and an attention to detail
- have the flexibility to work as an effective member of a small team
- have imagination, creativity and vision with a high level of self motivation

**The salary scale for this position ranges from €34,263 – €54,656 per annum pro rata.**

Closing date for receipt of application is 12.00 noon on Monday 29<sup>th</sup> July 2019

Please email a CV clearly stating the Title of the post applied for) and covering letter stating how you meet the requirements of the roles by 12.00 noon on Monday 29<sup>th</sup> July 2019 to [recruit@ipa.ie](mailto:recruit@ipa.ie)

July 2019