

Title of the Post: Head of Library and Information Services

Grade: 2

Reports to: Assistant Director General (Head of Education and Research)

Purpose of Job: The Head of Library and Information Services will ensure that the Institute's library provides a service to all staff, students, members and clients by ensuring and providing timely access to up-to-date information on weekdays/evenings and at certain weekends. He/she will be instrumental in ensuring a proactive and responsive service, which will evolve and change over time to reflect library users' needs. The Head of Library and Information Services should support and enhance the work of the Institute, including its education, training, research, publishing and consultancy activities; management decision-making and other information needs.

General Responsibilities

- Be responsible for planning, formulating, implementing and maintaining library strategies, policies and systems consistent with the mission and strategic plan of the Institute.
- Provide a high quality library and information service to the Institute's learners, corporate clients and staff.
- Identify and implement, in so far as is consistent with the position, operational processes to standards of best practice.
- Contribute to and comply with the Institute's Quality Assurance procedures and obligations.
- Maintain and develop a collection of resources (including books, reports, journals and electronic resources) which meet the core needs of library users, including Institute staff.
- Provide access to external resources required to meet the needs of library users including Institute staff through document supply services.
- Provide access to core databases and online resources in formats appropriate to the developing needs of the Institute, including provision for elearning and distance education.
- Provide support mechanisms for learners to enhance information literacy, academic integrity and referencing etc.
- Devise and manage systems for cataloguing, classifying, indexing and organising resources to facilitate their effective retrieval.
- Facilitate the arrangements necessary and participate where appropriate, in education and training of library users including Institute staff.
- Collect data and report on library usage.
- Provide relevant content to IPA website.
- Periodically evaluate library services and spaces (physical and virtual) and review ways of providing information and research support to users.
- Develop the brand recognition of the Library nationally as a unique and specialist resource.
- Establish links with relevant educational institutions.
- Participate in continuing education and research activities consistent with the position.
- Represent the Library on Institute and external committees as appropriate
- Promote the Library's services inside and outside the Institute, and develop current awareness services for library users including Institute staff and students.

- To undertake such other duties as may be assigned from time to time.

Management Responsibilities

- Lead by example, and supervise and co-ordinate the work of a professional, punctual and dedicated team, allocating staff according to service needs and in conformity with safety standards.
- Ensure that work schedules and work programmes are created and implemented to provide for the most effective and efficient deployment of staff and other resources, and are changed systematically in the light of changes in the services provided
- Lead changes in work practices, procedures, techniques or technologies, in accordance with agreed core standards and best practice, manage systems for evaluating the service provided.
- Ensure that staffing levels and skill mix are appropriate and within the resource allocation.
- Recruit, select and train staff with professional advice and support from the HR Department.
- Champion and lead on the digital transformation agenda at the IPA involving the library and information services.
- Identify and plan, in consultation with the Assistant Director General with support from the Director of Human Resources, training and development requirements for the Library team
- Create and promote open communications, healthy working relationships, and stimulate initiative among the Library team.
- Motivate team members, by agreeing goals and objectives, through performance review.
- Maintain teamwork and, only when necessary, take action in accordance with the Institute's disciplinary policy
- Supervise, in co-operation with the Office Manager, the custody, stock level and effective archiving of all materials held, and the delegation of these duties to appropriate staff.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment. Investigate such circumstances with appropriate staff and report findings as required.
- To carry out any other duties that may reasonably be assigned from time to time.

Financial Responsibilities

- Manage the budget for the Library ensuring the most effective use of available resources.
- Ensure that expenditure is controlled within agreed budgets/cash limits and in compliance with the Institute's financial plan.
- Prepare, in consultation with the Assistant Director General with support from the Director of Finance and Information Systems, budget estimates including a planned programme for the replacement of capital equipment.
- Manage licence agreements and relations with suppliers in order to ensure value for money.
- Maintain as required an Asset Register of appropriate equipment.
- Produce an annual Library report.

Qualifications

- A Primary Degree
- A Postgraduate Diploma or Degree in Library and Information Studies or equivalent
- 5 years experience of working in libraries, preferably in an academic or special library.

Person Specification

Essential:

- Demonstrated ability to develop and manage a medium sized library
- Demonstrated ability to lead a team and co-ordinate its activities
- Superior management skills and a demonstrated ability to provide leadership and manage effectively the development an effective library service and the performance of a team of staff.
- A good understanding of the needs of clients in higher education and public administration and of recent information and communications technology as it affects library and information services.
- Excellent interpersonal and negotiating skills with a strong ability to liaise with all levels of Institute staff, clients and students.
- Presentation and communication skills, which will enable promotion of the Library to relevant user groups.
- Excellent budgetary management, analytical and problem solving skill

Desirable:

- Familiarity with the working environment of higher education Institutions.
- Familiarity with the working environment of the Irish public sector
- Experience in information technology development relevant to modern libraries.
- An awareness of marketing and customer services

The salary scale for this position ranges from €67,037 – €94,353 (two LSIs) per annum pro rata.

Closing date for receipt of application is 12.00 noon on Monday 29th 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 29th July 2019 to recruit@ipa.ie

July 2019