



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Senior Library Assistant

Candidate Information Booklet

CLOSING DATE: 4th June 2025



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Senior Library Assistant

The Position:

Limerick City and County Library Service is one of the most widely used public services provided by the local authority. The Library service manages and supports a city and county wide network of 7 full time libraries, 9 part time libraries, a My Open Library service and a mobile library. The library service is constantly innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement in particular to deliver a wide and varied range of frontline services to users.

Limerick City and County Library Service is based in the Rural, Community, Culture, and Tourism Development Directorate of Limerick City and County Council.

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Senior Library Assistant** may be filled throughout the lifetime of the panel.

The Person

The ideal candidate shall have:

- An understanding of the changing library environment and be capable of adapting to change
- Understanding and dedication to customer services
- An ability to manage time, workload and other resources effectively
- An ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained whilst also being capable of working on their own initiative, in an independent environment and without supervision
- High level of IT and digital proficiency
- Strong interpersonal and communications skills and ability to develop and maintain positive, productive and beneficial working relationships

- Strong judgement and capacity to innovate and work on your own initiative and as part of a team
- Problem solving skills
- Excellent verbal and written communication, and organisational skills
- Understanding of community and stakeholder engagement and outreach services
- Strong interest in working with children, young adults and all users in the delivery of library programming

Roles and Responsibilities:

The key duties and responsibilities of the post of Senior Library Assistant include:

- Managing a branch library or working as part of a team in a main branch
- Customer Service
- Frontline service provision
- Overseeing and delivering excellent service to the public
- Liaising with community and education groups
- Supporting senior staff in the delivery and management of the library service
- Co-ordinating event programme delivery
- Contributing to publicity and promotional activities including online
- Contributing to events programme e.g. class visits, story times, workshops, lectures, and other events for adults and families
- Supervising staff in the delivery of frontline services and customer care to the public
- Any other duties that may be assigned from time to time

Qualifications

1. Character

Candidates shall be of good character

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Experience, etc.

Each candidate must, on the latest date of receipt of completed application forms:

- i. have a good general level of education,

AND

- ii. have had **at least two years** satisfactory experience of library work.

Terms and Conditions

1. The Post:

The Senior Library Assistant is a post in Limerick Libraries either managing a branch library or working as part of a library team in a main branch. The Senior Library Assistant reports directly to the Librarian/Executive Librarian.

2. Annual Leave

30 Days per annum

3. Salary:

Salary Scale €35,260 - € 54,367 per annum, inclusive of two long service increments.
Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently €35,260).

4. Location:

Limerick City and County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

When required to do so 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, disqualification and medical limitation on driving.

5. Hours of Work

The normal working hours are **35 hours per week**. The successful candidate must be available to work weekend and evening work as part of a normal roster.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

6. Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

7. Superannuation:

The Local Government Superannuation Scheme applies.

8. Travel:

Holders of the post should hold a full driving licence for class B vehicles and shall be required drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

9. Residence:

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

10. Safety and Welfare:

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

11. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

12. Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail 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 them.

13. Garda Vetting :

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

14. 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 appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

15. 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

16. References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

17. General Data Protection Regulation:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

18. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

19. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process:

Completed application forms must be **e-mailed** to recruitment@limerick.ie **no later than Wednesday 4th June 2025.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date. CV's will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

Selection Process:

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Shortlisting:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same.

In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms by an expert board, appear to be the most suitable for the position.

The board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

NOTE- As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marked awarded in the shortlisting process. Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate permanent and temporary vacancies arise.

Interview:

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency:

Delivering Results	
(200 Marks)	<ul style="list-style-type: none"> • Knowledge and understanding of the Library Authority, the Library Service and its functions. • Plans work and resources effectively. • Delivers high quality service and customer care standards • Makes decisions in a timely and well informed manner. • Plans and organises workloads in order to meet deadlines. • Identifies problems and contributes to solutions. • Contributes to operational and team plans in line with priorities of the Library Service. • Is accountable and sees tasks through to a successful outcome.
Personal Performance and Team work	
(200 Marks)	<ul style="list-style-type: none"> • Works as part of a team to ensure delivery of objectives, plans and schedules. • Has a strong team ethic of co-operation and mutual support. • Ability to resolve conflict situations. • Demonstrates ability to lead by example and show initiative. • Excellent interpersonal skills. • Excellent verbal and written communication skills.
Purpose and Change	
(200 Marks)	<ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive relationships with a wide range of stakeholders including staff and all service users. • Takes initiative and is proactive with customers and colleagues. • Maintains positive, productive and beneficial working relationships with colleagues and management. • Supervises, motivates and engages others to achieve quality results. • Understands and implements change and demonstrates flexibility and openness to change and new challenges. • Ensures their work contributes to meeting the purpose and priorities of the Service.
Personal Effectiveness	
(200 marks)	<ul style="list-style-type: none"> • Takes initiative and displays personal motivation • Manages time and workload effectively. • Understands and implements change and demonstrates flexibility and openness to change and new challenges.

	<ul style="list-style-type: none">• Understands the structures and environment within which the Library Service operates and the role of the Senior Library Assistant in that context.• Keeps up to date with the skills, experience and knowledge necessary for the role.• Responds positively to the challenges of the role.
--	--

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

May 2025