

Job Title & Grade	Assistant Librarian Grade V
Campaign Reference #	40959
Closing Date	Friday 30 th December 2022 by 5pm.
Duration of Post	Permanent Contract
Specific T&C's of post	<p>35 standard working week 30 days Annual Leave</p> <p>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st February 2022: [Grade V, Code 0566] and rising annually in increments: €44,570 €45,974 €47,377 €48,781 €50,183 €51,818 €53,456 LSIs</p>
Location of post	This role will be based in CHI at Crumlin.
Reporting Arrangements	This post will report to the Head Librarian.
Key Working Relationships	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> • Library team <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i></p>
Purpose of the Role	The purpose of this post is to assist in the management of key areas of the library service to include library systems and electronic resources. To collaborate with the Head Librarian and Assistant Librarian on projects and day- to- day running of the service.



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<p>Principal Duties and Responsibilities</p>	<p>Professional Duties and Responsibilities</p> <ul style="list-style-type: none"> • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • To work with the team on the day-to-day running of the service including document supply, literature searching, collection development and user education. • To assist library users with reference queries • Manage, maintain and develop the Library systems: Library Management system, and to act as the designated administrator for Open Athens authentication system. To troubleshoot and liaise with IT department and suppliers. • To maintain web-based resources including e-books and journals, databases and bibliographic database, link resolver software and point of care tools. • To prepare reports in respect of resource and service usage and other activities. • To maintain and control records, membership, copyright compliance, GDPR. • New Children's Hospital – to prepare for the integration, planning of the Library systems. Liaising with the relevant committees and groups. Collaborate with the Library team on ongoing projects and future planning of the service for the New Children's Hospital. • Responsible for the preparation, research and report of assigned project work to sign off level by the Head of Department. • To take on the role when required of sole duty librarian covering absences. <p><i>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</i></p>
<p>Eligibility criteria, qualifications and experience</p>	<p><u>Essential Criteria:</u></p> <p>A primary degree and a recognised post qualification in Library/Information Science</p> <p>Two years post qualification experience in a health sciences library, special library, or academic library</p> <ul style="list-style-type: none"> • Knowledge and experience of core Library standards and practices (cataloguing, acquisitions, document supply and literature searching) • Experience in customising and maintaining electronic resources, link resolver and point of care tools. • Experience with integrated Library Management Systems, authentication methods and electronic resources



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	<ul style="list-style-type: none"> • Written and communications skills, interpersonal and team working with the ability to work effectively with a wide range of Library users, staff, students and researchers. • Flexibility and the ability to use own initiative and a good level of responsibility to act as sole duty librarian when required • Ability to prioritise workloads and make good use of time to work on projects during the course of the year. <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Two years post qualification experience in a healthcare library • Knowledge of web based Library Management Systems (Liberty, Koha, Heritage) and health sciences electronic resources • Experience in project work in development of Library services.
<p>Competition Specific Selection Process</p> <p>How to Apply & Informal Enquiries</p>	<p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p> <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</p> <p>The closing date for submissions of CV's and cover letter is Friday 30th December 2022 by 5pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'.</p> <p>Applications will not be accepted through direct email or any other method.</p> <p>For informal enquiries for this specialty/department, please contact suzanne.feeney@olchc.ie</p> <p>For other queries relating to this recruitment process, please contact recruitment@nchg.ie</p>
<p>Information on "Non-European Economic Area Applicants" is available from https://dbe.gov.ie/en/</p>	



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The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

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