



Comhairle Cathrach Chorcaí  
Cork City Council

**COMHAIRLE CATHRACH CHORCAÍ  
CORK CITY COUNCIL**

**CANDIDATE INFORMATION BOOKLET**

Please Read Carefully

**SENIOR LIBRARY ASSISTANT (GRADE IV)**

DETAILS OF QUALIFICATIONS AND PARTICULARS

**CLOSING DATE: 4PM MONDAY 20<sup>TH</sup> MAY 2024**

**Background**

Cork City Council is a large urban local authority with over 1500 employees across 40 locations within the City; there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €292 million for 2024 and provides a wide and diverse range of public services such as housing, management of the public realm, libraries, physical planning and development, community and economic development and the delivery of infrastructure projects. Internal services include Finance, ICT, Human Resource Management & Organisational Reform and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent and temporary appointments may be made to the position of Senior Library Assistant.

**Location**

Senior Library Assistants may be based in any of the service points in **the Library network**.

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## THE ROLE

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A Senior Library Assistant is a front-line post in the Library Service, Senior Library assistants are a vital link in the team which promotes the library as a focal point for cultural activities, for community development for learning. The role of the Senior Library Assistant is to provide support to the Executive Librarian and Library Staff Officer/Librarian in managing and supervising the Team.

The duties may include but are not limited to the following and 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:

- Assists in training of staff particularly onsite.
- Delivering of programmes and core services.
- Maintenance of house-keeping functions within computerised Library System.
- Delivering excellent service to the public.
- Liaising with community and education groups.
- Contributing to publicity and promotional activities including online.
- Contributing to events programme e.g. workshops on library IT, local studies, class visits, story times, workshops, lectures and other events for adults and families.
- Ensuring high standards of health and safety and child protection.
- Management of the building / facility and service in the absence of a more senior officer
- Deputise for Executive Librarian and Library Staff Officer/Librarian.
- Any other duties that may be assigned from time to time.

*The above specification 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 him/her from time to time and to contribute to the development of the post while in office.*

## QUALIFICATIONS FOR THE POST

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1. **Character**  
Each candidate must be of good character.
2. **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.
3. **Education, Training, Experience, etc.**  
Each candidate must, on the latest date for receipt of completed application forms:
  - (i) Have a good general level of education,
  - (ii) Have had at least two years satisfactory experience of library work.**

### **Desirable Skills**

- Be able to demonstrate a strong ability in the following areas – Purpose and Change, Delivering Results and Personal Effectiveness.
- An ability to manage deadlines and effectively handle multiple tasks.
- Possess excellent IT skills

## PRINCIPAL CONDITIONS OF SERVICE

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### **Salary**

The salary scale for the position of Senior Library Assistant (Grade IV) is:

€32,301 - €34,386 - €37,345 - €39,289 - €40,989 - €42,633 - €44,853 - €46,459 - €48,089(Max)  
- €49,589(LSI 1) - €51,100(LSI 2)

Applicants should note that entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale at the minimum point.**

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

**Duties**

In accordance with Section 159(3) & (4) of the Local Government Act 2001, an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

**Probation**

Where a person who is not already a permanent employee of a Local Authority is appointed to a position, the following shall apply:

- (a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation;
- (b) Such period shall be one year and may be extended at the discretion of the Director of People & Organisation Development;
- (c) Such person shall cease to hold the post at the end of the period of probation unless during such period the Director of People & Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the relevant Director of Service/Head of Department.

**Superannuation Contribution**

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1<sup>st</sup> January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

**Hours of Duty**

The standard working week will be 35 Hours. As opening hours of libraries are tailored to the public's needs, the Senior Library Assistant will in general be expected to work hours in keeping with the staff rota at the relevant service point.

The working hours at present provide for a 35-hour working week, which may be a 6/4 day fortnight and will include Saturdays and late evening working hours as part of a normal roster.

The post may require flexibility in working outside of normal hours.

A premium is payable to all staff who work on Saturdays.

The Council reserves the right to alter your hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

**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.

**Training**

The successful candidate may, from time to time, be required to attend training deemed by the Council to be necessary to the post.

**Safety**

The successful candidate must comply with safety policy and directives in force from time to time.

**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 disqualifications and medical limitations.

Travel and subsistence expenses for your position will be paid in accordance with the agreed rates which may be revised from time to time.

### **Residence**

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

*We are committed to providing a diverse and inclusive place of work and have a robust strategy to enable this. We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*

***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 of the successful candidate.***

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## **FORMAT OF THE COMPETITION**

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All applications will undergo screening to ensure that they meet the requirements as outlined in the Candidate Information Booklet. The Council may shortlist applicants based on the information provided on the application form. Accordingly, applicants are advised to complete all sections of the form and ensure that the detail provided clearly demonstrates you meet the minimum qualifications for the post. Shortlisted applicants will be called for interview; all interviews will be held online using MS Teams.

Only applications on the [official application form](#) will be considered. To access and complete the application, please click [this link](#), and follow the instructions. Applicants are required to submit their applications electronically and should retain a copy of their Application Form for their own personal reference. Be advised that once fully completed applications are submitted, the information within cannot be amended.

**Completed application forms must be submitted by 4pm, Monday 20<sup>th</sup> May 2024.**

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Council 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 vacancies arise. The duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of People and Organisation Development.

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 Cork City 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, Cork City 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.

## GENERAL INFORMATION

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### **Health**

For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

### **Pension Arrangements and Retirement Age**

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

### **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Period of Acceptance**

Cork City Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

## GENERAL DATA PROTECTION REGULATION

***Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.***

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short listing and/or interview board.

If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years).

You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

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

Cork City Council's Privacy Statement can be accessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

### **Garda Vetting**

The post of Senior Library Assistant (Grade IV) will come within the scope of the Local Authorities Garda Vetting Scheme.

As the post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly, candidates will be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

### **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 to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

**Cork City Council is an equal opportunities employer**



## COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

<b><u>Purpose and Change</u></b>
<p><b>Understands the sections purpose and priorities. Shows commitment to these and ensures that their work contributes to meeting the sections purpose and objectives.</b></p> <p><b>Represents the Council positively when engaging with the members of the public. Co-operates fully in implementing safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.</b></p>
<ul style="list-style-type: none"> <li>• Knowing the Library Purpose and its Priorities.</li> <li>• Understanding the Role of the Elected Council.</li> <li>• Understanding and Adhering to the Code of Conduct for all Employees.</li> <li>• Maintaining a Positive Image of the Council when engaging with the public.</li> <li>• Co-operating with Change.</li> <li>• Safety, Health, and Welfare at Work.</li> </ul>
<b><u>Delivering Results – Co-operating with Decisions and Implementing Solutions</u></b>
<p><b>All employees are required to cooperate with Council instructions.</b></p> <p><b>Understands the need for high quality service and customer care standards.</b></p>
<ul style="list-style-type: none"> <li>• Operates to specific work plans, programmed activities, and schedules under the direction of their supervisor.</li> <li>• Maintains a clear understanding of allocation of tasks and duties within the team.</li> <li>• Accepts work tasks and is clear and specific as to their role.</li> <li>• Understands the need for customer service standards and policies.</li> </ul>
<b><u>Personal Effectiveness - Skills, Experience and Knowledge</u></b>
<p><b>Possesses and maintains a proficient level of knowledge, skills, and qualifications, as required by their area of responsibility. Takes full responsibility for own professional and personal development.</b></p>
<ul style="list-style-type: none"> <li>• Keeps up with current developments and trends in areas of expertise and responsibility.</li> <li>• Seeks and uses feedback from others in a constructive manner.</li> <li>• Identifies areas of strength and uses these fully.</li> <li>• Shares own knowledge, experience and learning with others.</li> </ul>