



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification
Executive Librarian
(Grade VI)
Cork City Council

Closing Date:

4pm, Sunday 28th December 2025

To be read in conjunction with

[Our Candidate Information Booklet](#)

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €325 million for 2025 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, Legal Affairs, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook. Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#)

Vision, Mission, & Values

Our Vision

Make Cork City Better

Our Values

Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people with respect



People Centred

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.



Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.



Ambitious

We work to attract investment to the City



Our Mission

People – A City of Welcomes where a Public Service ethos is at the core of how we do business.

Place – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

Prosperity – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



THE ROLE

The post of Executive Librarian is a key management role within Cork City Council Libraries, combining leadership responsibilities with public-facing duties. The position involves overseeing the day-to-day operations of a local library or a department within the City Library, ensuring high-quality services in lending, information, cultural engagement, and community outreach for both adults and children. The Executive Librarian will manage staff, budgets, and resources, while ensuring compliance with governance standards such as health and safety, child protection, and data protection.

In addition to operational management, the role includes planning for future development, promoting literature and culture through events and exhibitions, and building strong links with the community. The Executive Librarian will also contribute to service-wide strategies, including stock selection and resource allocation, to meet the diverse needs of Cork City's population. This is a dynamic role requiring leadership, adaptability, and a strong customer service ethos, with a commitment to continuous improvement and innovation.

DUTIES

The key duties and responsibilities of the post of Executive Librarian include:

- Direction and day to day running of the library – either a local library or department of the City Library – including lending services, information & local studies and learning, cultural and community engagement for adults; and lending services, study facilities and activity programmes for children.
- Planning for the future development of the local library, or relevant department of the City Library, within current Council policies and strategies.
- Managing and motivating the team within the dept/local library.
- Salary/Wages sign off and administrative duties.
- Ensuring that all expenditure, and income, in her/his area of responsibility is managed in accordance with Council policies and regulations.
- Ensuring good governance in her/his area of responsibility in respect of health and safety, child protection, data protection, business continuity, and other relevant matters, in accordance with Council policies.

- Ensuring that Council policies in respect of human resources and staffing matters are properly implemented in her/his area of responsibility.
- Planning and direction of local promotion, of user education, of literature and culture, including exhibitions, lectures and other creative engagement;
- Forging strong links between the library and the community.
- Working with other library staff to ensure that resources in her/his area of responsibility meet appropriate levels of provision as set out by library management – in the service as a whole and in each library in the network.
- Co-ordination of actions and policies service-wide in general terms, in her/his area of responsibility, and provision of advice and support to other staff in developing resources and services in individual service points.
- Co-ordination of stock selection service-wide, ensuring a balance in stock selection throughout the service which supports all communities including those diverse and marginalized groups.
- Direction and supervision of the ordering, accessioning, pre-processing, cataloguing, classification, and finishing of stock.
- Direction and supervision of the distribution of stock to libraries, and co-ordination of the implementation of Cork City Council's policies on collection development.
- Front facing public desk-based duties as staffing levels may dictate.
- Each Executive Librarian will monitor the maintenance of the building, equipment and fixtures of their assigned Branch Library.
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned from time to time.

The above duties are not intended to be a comprehensive list of all responsibilities involved. Accordingly, the post holder may be required to perform other duties appropriate to the post, as may be assigned from time to time, and to contribute to the ongoing development and evolution of the role while in office.

QUALIFICATIONS FOR THE POST

Character

Candidates shall be of good character.

Health

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

Education, Experience, etc.,

Candidates shall on the latest date for receipt of completed application forms for the post:

- a) Hold a degree (level 8 on the National Framework of Qualifications) in Library and Information Studies.
- b) Have satisfactory experience of library work.

Desirable Skills

- Experience in management and supervision of staff.
- An ability to manage deadlines and effectively handle multiple tasks.
- Possess excellent IT skills.
- Be able to demonstrate a strong ability in the following competency areas:
 - Delivering Results - Delivering Quality Outcomes
 - Performance Through People - Leading and Motivating
 - Personal Effectiveness - Personal Motivation, Initiative and Achievement

Please refer to page 6 for further information

Competency Framework

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

Delivering Results - Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

- Delivers services, projects, and tasks on time, within budget and achieving expected performance standards.
- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.
- Assesses feedback and evaluates outcomes to drive continuous improvement.
- Provides appropriate recognition when standards are achieved or exceeded.
- Identifies and implements improvements in core work processes and outcomes.

Performance Through People - Leading and Motivating

Leads, motivates, and engages others to achieve quality results.

- Motivates others in individual and team situations.
- Creates a work environment that encourages team members to seek challenges and strive to reach their full potential.
- Builds an effective, productive, cohesive team through, induction, development and team building processes.
- Manages effective and productive workplace relationships.
- Leads by example in terms of commitment, flexibility, and a strong customer service ethos.

Personal Effectiveness - Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Takes action within the bounds of own ability. Creates new opportunities.

- Is self-motivated and persistent in the face of difficulty.
- Responds positively to the challenges of the role.
- Learns from experiences and is not afraid to constantly improve.
- Looks to meet the needs of the broader organisation rather than focussing on own specific responsibilities.
- Demonstrates and encourages innovation and new thinking.

Salary

The salary scale for the post is:

€57,322 - €58,689 - €60,356 - €63,491 - €65,363 - €67,690 (LSI 1) - €70,030 (LSI 2)

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 at the minimum point.

Hours of Duty

- The standard working week is 35 hours per week. The role may, on occasion, require evening or weekend work.
- Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority. The Council reserves the right to alter 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 (Regulations) Act, 2001.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Further information is available in our [Candidate Information Booklet](#), which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the General Data Protection Regulation (GDPR).

Equality, Diversity & Inclusion

Cork City Council is an equal opportunities employer. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

Closing Date

The deadline for receipt of applications is **4:00pm, Sunday 28th December 2025**.