



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

LIBRARIAN

Closing Date:

4pm Thursday 12th November 2026

To be read in conjunction with

[Candidate Information Booklet \(link\)](#)

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 extension of the city's boundary, 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 over 1,600 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 in excess of €362 million for 2026 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, and Corporate Affairs.

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

Cork City Council is committed to delivering excellent public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition.

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.



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 temporary and permanent vacancies for Librarian may be filled. 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.

Cork City Libraries provides a modern, customer focused public library service through a network of branches serving communities across the city. The service supports literacy, lifelong learning, digital inclusion, cultural participation and access to information for people of all ages. Librarians play a central role in delivering high quality library and information services, developing collections and programmes, supporting readers and researchers, engaging with community partners, and contributing to the strategic development of services that meet the educational, cultural and recreational needs of Cork's diverse population.

THE ROLE

Librarians are professionally qualified staff in supervisory positions, reporting to Executive Librarians and the City Librarian. It is a public facing role with public desk/engagement duties.

Location

Librarians may be based in Cork City Library or in any of the other library locations across the network.

The Librarian post is a supervisory position and is assigned functional responsibility and deputising role for the administration and management of a branch library, department or team within the Library Service. All duties must be carried out in a professional, impartial and accountable manner that supports fair decision-making and upholds public service values.

DUTIES

The following is a non-exhaustive list of key duties and responsibilities which may be assigned to a Librarian:

- Assist the relevant Executive Librarian in the day-to-day running of the Library Service including public facing services and events.
- Assist the Executive Librarian with staff supervision, training and development, leading and managing a team.
- Assist the Executive Librarian with CORE (salary/wages) sign off duties.
- Assist the Executive Librarian with the enforcement of Health and Safety best practice.
- Assist the Executive Librarian in Bibliographic Services in the cataloguing and processing of the new stock, and in stock distribution and management.
- Assist in supporting Cork City Libraries' Digital Strategy – digitisation, website, online platforms, statistics/data collection and social media.
- Deputise for the Executive Librarian in their absence

- Carry out such other related duties as will be assigned by the City Librarian 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 them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

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:

- Hold a degree (level 8 or above on the National Framework of Qualifications) in Library and Information Studies.

4. Skills

- Experience in management and supervision of staff.
- An ability to manage deadlines and effectively handle multiple tasks.
- Possess excellent IT skills.
- Demonstrate strong abilities in the following competency areas -
 - Delivering Results,
 - Performance through People,
 - Specialist Library Knowledge, Expertise and Self-development,
 - Management and Change

Refer to page 7 for more information on required competencies

THE PERSON

It is also desirable that each candidate demonstrates through their application form and at interview (should they be called) the following:

- A minimum of two years' relevant experience in working in a library.
- Knowledge and understanding of the structure and functions of local government and library services;
- Knowledge of current local government and library issues and key policies guiding the local government and library sectors;
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- The ability to motivate, empower and encourage staff under his/her supervision to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- Understanding of the changing and operational environment in the Council and be capable of leading change to deliver quality services to our citizens;
- Effective financial and resource management skills;
- Knowledge and experience of operating ICT systems;
- Relevant administrative experience;
- Experience of supervising staff;
- Experience of working as part of a team;
- Experience of preparing reports and correspondence;
- Strong resource management skills.

Competency Framework

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

DELIVERING RESULTS

(Organising Work Programmes and Implementing Solutions)

Helps translate the business/team plan objectives into clear priorities and actions for their area of operation. Helps establish high quality service and customer care standards.

- Converts operational objectives into specific work plans, programme activities and schedules, taking into account the broader operational plan when setting priorities.
- Delegates work tasks in a clear and specific manner (who, what, when and how).
- Ensures clear allocation of tasks and duties within the team.
- Assist with the identification of customer service needs and appropriate standards and policies.
- Uses the Team Development Plan process to put work activities and programs into broader context.

PERFORMANCE THROUGH PEOPLE

(Performance Management and Managing Conflict)

Leads and develops the team and its members to achieve corporate objectives through the effective management of performance, using the PMDS process. Builds and maintains positive working relationships and constructively addresses conflict or employee dissatisfaction.

- Provides frequent and objective performance feedback to individual staff.
- Provides appropriate recognition when standards are achieved or exceeded.
- Relates well to others, maintains positive working relationships and works in an open and collaborative way with others.
- Is proactive in providing help or support to others.
- Acts in a manner that recognises and respects the contribution of others.

SPECIALIST LIBRARY KNOWLEDGE

(Expertise & Self Development)

Clearly understands the role, objectives and targets and how they fit into the work of the library service and the organisation.

- Develops the expertise necessary to carry out the role to a high standard and shares this with others.
- Is proactive in keeping up to date on issues and key developments that may impact on the Library Service, the Council and/or wider public service.
- Consistently reviews own performance and sets self-challenging goals and targets.
- Demonstrates the required specialist knowledge for the role and the understanding of the structures within which the library service operates.

MANAGEMENT AND CHANGE

Effectively manage the introduction of change: foster a culture of creativity in employees and overcome resistance to change.

- Understand and implement change and demonstrate flexibility and openness to change.
- Successfully implement change projects by effectively communicating with and motivating stakeholders, resulting in high levels of engagement and adoption.
- Build and sustain effective working relationships that support teamwork and stakeholder engagement.

Salary

The salary scale for the post is:

€52,761 - €54,337 - €55,946 - €57,589 - €59,244 - €61,173 (LSI1) - €63,109 (LSI2)

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 opening hours of libraries are tailored to the public's needs. Librarians will be expected to work hours in keeping with the staff rota at the relevant service point.
- The standard working fortnight is currently 70 hours. Depending on the location, this could be a 5 day week or a 4 day/6 day week.
- Saturdays and late evening working hours are included as part of a normal roster.
- The post may require flexibility in working outside of normal hours, including at weekends, as necessary.

- 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.

Shortlisting

The Council may need to apply a shortlisting process to identify those candidates whose range of experience, qualifications and competencies most closely match the requirements of the role.

Shortlisting will be based on the information provided in the application form. Candidates are advised to fully complete all sections of the application form and provide clear, detailed and relevant information demonstrating how they meet the requirements, qualifications, experience and competencies outlined for the position.

PANELS

Following the interview process, we will create three separate panels of successful candidates. These panels will be used to fill future permanent or temporary Librarian vacancies.

Which panel(s) you can be placed on depends on your current employment status.

PANEL A – Local Authority Employees Only (50% of appointments)

This panel is **only for people already working in any Local Authority or Regional Assembly** in Ireland.

50% of all future Librarian appointments will be made from this panel.

PANEL B – Open Competition (30% of appointments)

This panel includes **all successful candidates**, whether they currently work:

- in the private sector / outside the public sector.
- in a Local Authority,
- in a Regional Assembly, or

30% of appointments will be made from this panel.

PANEL C – Cork City Council Employees Only (20% of appointments)

This panel is **only for current Cork City Council employees** at the time of application.

20% of appointments will be made from this panel.

What you need to do:

When completing the application form, please indicate clearly which panel(s) you are eligible for, based on the criteria above.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm Thursday 12th November 2026

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.