

Dublin Dental School and Hospital

Post of Librarian



- Job Title:** Librarian – Grade VI
- Department:** Library and Information Service (LIS)
- Reporting to:** Information Systems Manager (Operations)
Director of Undergraduate Teaching & Learning (Financial)
- Overall job role:** To effectively manage and develop the Library & Information Service to support education and research, through the effective use of available resources.

THE PERSON

- Drive to develop high quality library and information services.
- The ability to lead, motivate and develop the library team.
- Excellent communication and interpersonal skills.
- Excellent research techniques.
- An aptitude for demonstrating, training and teaching.
- Flexible attitude to the changing needs of the post and the clientele.
- Ability to prioritise and deal effectively with a number of tasks simultaneously
- Ability to meet deadlines and work on own initiative

QUALIFICATIONS

- Primary degree and recognised post-graduate qualification in Librarianship or Information Science.
- Substantial academic and/or medical libraries experience including some experience in a supervisory/management capacity.
- Strong IT competencies: library management systems, library online services & resources, bibliographic reference management software (EndNote, Reference Manager) and MS Office products (especially Word, Excel and PowerPoint)
- Familiarity with AACR2, MARC UK, Dewey Decimal Classification and Library of Congress Subject Headings.
- Experience of instructional design and/or development of learning programmes.

KEY RESULT AREAS

- To lead the review and development of best practice Library & Information Service policies and procedures.
- To lead, motivate and develop the library team.
- To develop the Library & Information Service strategies in line with the School & Hospitals' overall goals and objectives.
- To contribute to the development of the Knowledge Management framework for the organisation.
- To participate in all committees/groups on which the appointee is a member or is assigned.

Responsible for:-

[In no particular order of priority]

Management & Supervision

- To be responsible for the management, induction, training, motivation and development of the library team and to advise on and participate in recruiting suitably qualified staff.
- To plan, initiate, develop and exploit library and information resources in an optimal and competitive manner to meet the needs of the organisation.
- To report and provide information on the services and operations of the library.
- To develop key performance indicators for the library service.

Teamwork

- Foster flexible team approaches to service delivery.
- To advise on/promote/organise/participate in, as appropriate, staff development programmes.

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- To participate in all committees/groups on which the appointee is a member or is assigned. Currently includes: Library Users' Committee (Secretarial support); Support Services Committee; Class representative meetings; Knowledge Management Group (Secretarial support & Deputy Lead); Information Management and Strategic Accreditation Team (HIQA Accreditation team); Trinity College Library/DDSH Library & Information Service collaborative meetings (Secretarial support); Information Management Strategic Team; other committees as invited.
- To collaborate with Trinity College Library in the provision of library and information resources and information skills training programmes to members of the School of Dentistry, Trinity College Dublin.

Library development

- To lead, plan and direct the delivery of current and future library and information services, in line with the organisations' mission statement and strategic plan.
- To develop library services to support students of part-time and distance learning programmes.
- To identify opportunities to further improve the cost effective and efficient provision of information services to the organisation.

Liaison with the community

- To liaise proactively with staff and students in the development of library services and ensuring resources meet their needs.
- Explore and exploit opportunities for innovative and collaborative projects.
- Promote and market the library to staff and students.

Information skills training / Information Literacy

- Provide teaching, training and learning support to large and small groups by means of lectures, tutorials and demonstrations.
- Explore opportunities to integrate information skills training within the curricula.
- Participate in the planning and development of collaborative information skills training initiatives with Trinity College Library.
- Collaborate with Trinity College Library in the provision of EndNote support to staff & students.
- Develop online services for staff and students (Online collections, web presence etc.)

Collection Development

- To identify, select and evaluate library resources (print & online) in collaboration with the community, to ensure collections are current, relevant and adequately reflect the organisation's teaching, research, learning & practice needs.
- To manage the library resources and collections included cataloguing, classification, acquisitions and serial circulation.
- Manage rights access and licensing of electronic products.
- Monitor and evaluate the use of collections using appropriate performance indicators.

Reference and information service

- To deliver a high-quality and efficient research and enquiry service to all staff and students.
- General and subject specific enquiry and reference work.

(This list is not exhaustive and is intended as a guide to the duties of the post)

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| <u>Contract:</u> | Permanent Full-time |
| <u>Hours:</u> | 37 hours per week |
| <u>Annual Leave:</u> | 28 (excluding two concession days) |
| <u>Probation:</u> | A 12 month probation period applies. |
| <u>Salary:</u> | Grade VI salary scale (€45,378 - €55,855 as at 1 st June 2007) |