



Comhairle Chontae na Gaillimhe  
Galway County Council

# CANDIDATE INFORMATION BOOKLET

RECRUITMENT AND SELECTION CAMPAIGN FOR  
THE POSITION

OF

ASSISTANT LIBRARIAN

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS

4 P.M. ON THURSDAY 09<sup>TH</sup> JANUARY 2025

#### Important Notes:

- Please submit your application form inclusive of all other required documentation to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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## THE COMPETITION:

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The purpose of this recruitment competition is to fill the position of Assistant Librarian.

The Assistant Librarian is a professional frontline management position in Galway County Council. He/she will be responsible for the management and development of library services, staff, resources and buildings and will report to the County Librarian and/or library management team.

The successful candidate may be based in Library HQ or any Library of the City and County as determined by the Council. The range of responsibilities and the geographical area shall be as determined from time to time by the Council

## QUALIFICATIONS FOR THE POST

### CHARACTER

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Candidates must be of good character.

### HEALTH

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

### CITIZENSHIP:

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**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

## EDUCATIONAL STANDARD

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**Each candidate must, on the latest date for receipt of completed application forms:**

- (a) Hold a degree (minimum level 8 on the National Framework of Qualifications) in the area of Library & Information Studies
- (b) Possess a current full, unendorsed Class B Driving Licence

***\*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.***

## DUTIES AND RESPONSIBILITIES:

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The duties of the **Assistant Librarian** will be consistent with the provision of a modern 21<sup>st</sup> century public library service that is responsive to the changing requirements of customers of all ages and abilities.

The duties will include but are not limited to:

- general branch /building/ facility management and administration
- overseeing and delivering excellent service to the public
- overseeing event programme delivery and promotion
- ensuring high standards of Health and Safety and Child Protection
- leading and managing a team (or teams) effectively;
- providing access to information; circulation control; collection development and user education;

- assisting in the development of library policies; development programmes, plans and strategies;
- management of information systems and services;
- organising and promoting events including use of social media;
- preparation and management of budgets including cash management
- undertaking any other duties of a similar level and responsibility that may be required from time to time.

**THE IDEAL CANDIDATE SHALL:**

- have the ability to lead a team and work effectively to achieve a common goal, ensuring standards are adhered to and maintained.
- be capable of working closely with other Council Departments and with outside agencies, community and education groups.
- demonstrate relevant administrative experience;
- have a career record that demonstrates an ability to manage and supervise staff;
- have a satisfactory knowledge of public service organisation in Ireland;
- have a strong understanding of the role of the Assistant Librarian and of library services;
- understand the changing environment in which Galway County Council operates and be capable of adapting to change in order to deliver quality services to our citizens;
- have the ability to provide excellent Customer Services.
- have the ability to motivate, empower and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- have strong interpersonal and communications skills;
- have a good understanding of the role of digital technologies in the delivery of public library services;
- be self-motivated with ability to work on own initiative;
- have the ability to prepare and manage budgets;
- have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

- have an understanding of the role and duties of managers in safety management in the workplace.

## KEY COMPETENCIES.

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing and/or interview processes will be based primarily on the information provided by candidates in the application form:

Management and Change	
Implementing Change	<ul style="list-style-type: none"> <li>• Demonstrates the ability to understand the need for change and gets this across persuasively to others</li> <li>• Demonstrates the ability to make a positive case for change and elicit commitment from others</li> </ul> <p>Demonstrates the ability to implement change in an orderly and determined manner</p>
Delivering Results	
Organising Work Programmes and Implementing Solutions	<ul style="list-style-type: none"> <li>• Demonstrates the ability to translate the business/team plan objectives into clear priorities and actions for their area of operation]</li> <li>• Demonstrates the ability to help establish high quality service and customer care standards</li> <li>• Demonstrates the ability to convert operational objectives into specific work plans, program activities and schedules, taking into account the broader operation plan when setting priorities</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>• Demonstrates the ability to allocate resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services</li> </ul>
Performance through People	
Leading and Directing	<ul style="list-style-type: none"> <li>• Demonstrates the ability to lead the team/service area in a manner that provides clarity of purpose and a focus on delivery</li> <li>• Demonstrates the ability to show visible commitment to the purpose, mission and vision of the organisation</li> <li>• Demonstrates the ability to provide a positive sense of purpose for the team in terms of its contribution to council objectives</li> </ul>

<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to lead and develop the team and its members to achieve corporate objectives through the effective management of performance</li> </ul>
<b>Personal Effectiveness</b>	
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively</li> <li>• Demonstrates good written and verbal skills</li> <li>• Demonstrates good interpersonal skills</li> </ul>

<b>Knowledge &amp; Understanding of the post/of local government</b>	
	<ul style="list-style-type: none"> <li>• Demonstrates knowledge &amp; understanding of the structure and functions of local government</li> <li>• Demonstrates knowledge of current local government issues and future trends</li> <li>• Demonstrates understanding of the role of Assistant Librarian in this context</li> </ul>

## DETAILS AND PARTICULARS

### PROBATION

Where a person is permanently appointed to Galway County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

## REMUNERATION:

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Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Point	01/10/2024
1	€50,206
2	€51,705
3	€53,236
4	€54,799
5	€56,374
LSI 1	€58,209
LSI 2	€60,051

## WORKING HOURS

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35.10 Hours per week. Hours will include weekends and late evenings as circumstances demand.

## ANNUAL LEAVE:

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30 Days per Annum

## RESIDENCE:

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The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

## GARDA VETTING:

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Garda vetting shall be sought in respect of individuals who come under consideration for appointment.



## OUTSIDE EMPLOYMENT

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The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

## SUPERANNUATION CONTRIBUTION

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A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee 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 pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee 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 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 dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of

pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory

## SUBMISSION OF APPLICATION FORM

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- Applications may be submitted to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) or posted to Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway. Please ensure that applications are posted in sufficient time so as to be received by **the closing date**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

## -THE FINE PRINT-

### GENERAL INFORMATION

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1. Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses
2. Galway County Council will not be responsible for refunding any expenses incurred by candidates.
3. The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.
4. Placement on any panel from this competition is no guarantee that a position will be offered.
5. **The Importance of Confidentiality**  
Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential

subject to the provisions of the Freedom of Information Acts 1997 & 2003 and General Data Protection Regulations.

**6. Deeming of candidature to be withdrawn**

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

**7. Data Protection**

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

**8. Candidates should note that canvassing will disqualify.**

## **IMPORTANT INFORMATION-TERMS AND CONDITIONS**

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*Your attention is drawn to this important information.*

*By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:*

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.

3. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
4. A third party must not impersonate a candidate at any stage of the process.  
If a person found guilty of such an offence was or is a candidate in a recruitment process, then:
  - Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
  - Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.
5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

## ***CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES***

### **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

### **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

### **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county’s cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
  
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
  
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).
  
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

#### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.

- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy. Please note that interviews may be held remotely and online via the Microsoft Teams Platform.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
  - Candidates must not knowingly provide false information on their application.
  - No other person may impersonate or represent a candidate at any stage of a selection process.
  - Candidates must not interfere with or compromise the process in any way.
  - Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility

requirements before attending for interview, as candidates attend for interview at their own expense.

- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board *or*
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at

interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

### **GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

## **Application Form Checklist**

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.
- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.