Shannon College of Hotel Management

Applications are invited for the following post: **College Librarian**

Purpose of Role

The key role of the post holder is to manage the Shannon College of Hotel Management Library by; developing, managing and delivering to a standard of excellence, professional information support for learning, teaching and assessment to the 25 staff and 400 students of the College. To actively support and advance the colleges research capability and reputation. As a Recognised College of the National University of Ireland (NUI), Shannon College works very closely with NUI Galway, as our constituent university.

Further information is available at http://www.shannoncollege.com

Requirements

- A degree plus a recognised qualification in Librarianship, Information Studies or Information Science.
- Significant relevant work experience in an academic (preferably 3rd level) environment.
- Excellent interpersonal, relationship-building and presentation skills.
- Excellent IT skills.

Salary Scales:
Asst. Librarian 2: €35,861.00 x 7 = €44,373 p.a. (pro rata)
Asst. Librarian1:€42,477 x 5 = €50,860 p.a. (pro rata)

Candidates should submit 4 hard copies of their application (i.e. covering letter, curriculum vitae and application form) with the names of at least three referees to:

Kate O'Connell, Registrar, Shannon College of Hotel Management, Shannon Co. Clare

Tel. +353 61 712363

E-mail: kateoconnell@shannoncollege.com

Closing date for receipt of applications is: 12Noon Tuesday 6th November 2012.

Please note: The job description which follows reflects the core activities of the role, and as the College and the post holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post holder will recognise this, and adopt a flexible approach to work and be willing to participate in training.

Job Description and Person Specification - College Librarian

Main Purpose of Job:

To develop, manage and deliver to a standard of excellence, professional information support for learning, teaching and assessment to the staff and students of the Shannon College of Hotel Management. To actively support and advance the colleges research capability and reputation.

Main Duties and Responsibilities:

- To manage effectively staffing, budgets and other resources.
- To manage effectively the provision of specialist information support for learning, teaching and assessment to the College.
- To identify, through on-going active liaison, the teaching and learning information needs of academic staff and students in the College, including ensuring the Library is provided with all reading lists in the relevant subject areas.
- To provide a quality information and advanced enquiry service to support these needs.
- To identify, develop and deliver appropriate information skills training events, guides and materials.
- To make the best use of technologies to deliver training and guidance online, in print and face to face, as most appropriate to the needs of the College.
- To encourage and support students in successfully using the Library facilities and resources to complete projects, assignments and examination preparation – information literacy.
- To develop the Library's collection in the relevant subject areas, by identifying appropriate new materials, ensuring the material required by staff and students of the College is available to them in the most appropriate format and deselecting or withdrawing materials as appropriate.
- To catalogue information resources.
- To liaise with academic staff of the College and other Library staff regarding the information resources budget for the College ensuring the best use of funds allocated.
- To keep College management and other Library staff informed of the evolving needs of the staff and students of the College and to ensure that all Library services are meeting those needs.
- To ensure, through liaison and promotion that the staff and students of the College are aware of all relevant Library services.
- To manage, supervise and develop the work of staffing assigned to the area.
- Perform other duties as may be assigned by the College management.

Performance Measures – Indicators of Effective Performance

- Ensure the smooth, efficient and effective running of the Shannon College library.
- Demonstrate flexibility of attitude in the day –to- day running of the library.
- Formal Student feedback.
- Managing the Library budget.
- Adherence to Quality Assurance Standards.

Person Specification:

Qualifications / Key Skills	
Essential	Desirable
Librarian • A degree plus a recognised qualification in Librarianship, Information Studies or Information Science. • Library management experience.	Be a member of: • The Chartered Institute of Library and Information Professionals. • The Library Association of Ireland.

Experience / Knowledge	
Essential	Desirable
Librarian • Significant relevant work experience in an academic (preferably 3rd level) environment. • Experience and expertise of cataloguing. • Experience of supporting research. • Excellent IT skills. • Ability to relate to students and young people.	• Experience of working with students and fostering a positive academic culture.

Personal Attributes	
Essential	Desirable
Librarian • Flexibility in responding to a variety of demands. • Outward-looking, proactive attitude. • Excellent interpersonal, relationship - building and presentation skills. • Organisational and planning skills • An understanding of the evolving needs and expectations of users. • Ability and commitment to working as part of a team. • Commitment and enthusiasm for the provision of a quality service.	• Experience of working with a multi-cultural student body

Contacts / Inter-relationships

Librarian

- Communicating and liaising with other Library staff.
- Undergraduate students.
- Communicating and updating other staff.
- Liaising with NUI Galway library.
- Liaising and working closely with academic faculty and other support staff.