



COMHAIRLE CATHRACH CHORCAÍ

CORK CITY COUNCIL

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

ASSISTANT STAFF OFFICER LIBRARY SERVICE (GRADE IV)

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 4PM MONDAY 12TH AUGUST 2024

Background

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City. There are 31 Elected Members of the Council representing five wards in the city. The Council has an annual revenue budget of just over €291 million for 2024 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Applications are invited from suitably qualified candidates for inclusion on panel(s) from which temporary and permanent appointments may be made to the position of Assistant Staff Officer Library Service (Grade IV).

THE ROLE

Assistant Staff Officer Library Service (Grade IV) are supervisory positions, senior to Clerical Officers and junior to Librarians/Library Staff Officers.

Location

Assistant Staff Officer Library Service (Grade IV) may be based in the City Library or in any of the other service points in the system.

Core Responsibilities and Duties

Assistant Staff Officers Library Service (Grade IV) will:

- a) Supervise/Manage staff including participation in the Performance Management Development System,
- b) Have an in-depth knowledge of the Bookfund to ensure invoices for different stock are deducted correctly. This requires knowledge of the different genres of stock, monitoring of spending and liaising with the executives to ensure that the fund is fully utilised before year end.
- c) Compare deliveries to invoices to ensure receipt of all stock and follow up with suppliers if stock not received.
- d) Liaise with the Executives regarding purchases on the LVP card. Knowledge of all library subscriptions and different types of stock essential.
- e) Have essential knowledge of Agresso, particularly regarding the correct deductions from the Bookfund.
- f) Order book related material: Knowledge of library barcoding system for books and CDs essential for ordering sequenced barcodes. Knowledge of Radio Frequency Identification tagging system of Library stock essential for ordering RFID tags. Knowledge of library labelling system for stock is essential for ordering labels and cataloguing material for different books.
- g) Deal with queries from suppliers regarding orders received and payments received. Positive relationship with all suppliers is essential to understand standing orders and ensure we receive the stock that is paid for.
- h) Catalogue library stock. Knowledge of cataloguing and knowledge of servicing library stock is essential.
- i) As the senior clerical staff member, be solely responsible for training all new clerical staff.

- j) Communicate and liaise effectively with employees, senior managers, customers, elected representatives in relation to operational matters of the library service.
- k) Support the library management team/executive librarian in the implementation of work programmes and initiatives in delivering national and local library strategy and as required by the Council's Corporate and operational plans.
- l) Have knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government in relation to the library services.
- m) Have satisfactory knowledge of the operation of the library service.

Assistant Staff Officers Library Service (Grade IV) will:

- Apply Council procedures, processes, and techniques to issues arising from their workloads.
- Carry out a supervisory role, in either Bibliographic Services or general library administration.
- Exhibit initiative and enthusiasm, including a willingness to contribute ideas and energy to all aspects of the library work.

This is a job profile of Assistant Staff Officers Library Service (Grade IV) with Cork City Council. It is not a detailed job description, and candidates should be aware that the job profile is likely to evolve as the service changes and develops to meet the changing needs of the public. Assistant Staff Officers Library Service (Grade IV) will 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 him/her 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, Experience etc.,**
Each candidate must, on the latest date for receipt of completed application forms:
 - (i)
 - a. have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**
 - b. have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **or**
 - (ii) have obtained a comparable standard in equivalent examination, **or**

- (iii) hold a third level qualification of at least degree standard.

Confined Competition

- (iv) Be a serving employee of a local authority or regional assembly and have at least two years' satisfactory experience in a post of Clerical Officer, or analogous post.

4. **Desirable Skills**

- Be able to demonstrate a strong ability in the following areas – Delivering Results, Personal Performance and Purpose and Change.
- Satisfactory experience of library work.
- Have satisfactory knowledge of the operation of the library service.
- An ability to manage deadlines and effectively handle multiple tasks.
- Possess excellent IT skills.

PRINCIPAL CONDITIONS OF SERVICE

Salary

The salary scale for the position of Assistant Staff Officer Library Service (Grade IV) is:

€33,760 - €35,866 - €38,855 - €40,818 - €42,535 - €44,196 - €46,438 - €48,060 - €49,706 (Max) - €51,221 (LS11) - €52,773 (LS12)

Applicants should note that entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

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.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Duties

In accordance with Section 159(3) & (4) of the Local Government Act 2001, an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

Probation

Where a person who is not already a permanent employee of a Local Authority is appointed to a position, the following shall apply:

- (a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation;

- (b) Such period shall be one year and may be extended at the discretion of the Director of People & Organisation Development;
- (c) Such person shall cease to hold the post at the end of the period of probation unless during such period the Director of People & Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the relevant Director of Service/Head of Department.

Superannuation Contribution

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their 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 dependent or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers 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 their pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1st January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

A premium is payable to all staff who work unsocial hours on Saturdays.

The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. 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 Act (Regulations) 2001.

Citizenship

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.

Training

The successful candidate may, from time to time, be required to attend training deemed by the Council to be necessary for the post.

Safety

The successful candidate must comply with safety policy and directives in force from time to time.

Driving Licence

Holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from disqualifications.

Travel

Travel and subsistence expenses for your position will be paid in accordance with the agreed rates which may be revised from time to time.

Residence

The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, at a location acceptable to the City Council

We are committed to providing a diverse and inclusive place of work and have a robust strategy to enable this. 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.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

FORMAT OF THE COMPETITION

All applications will undergo screening to ensure that they meet the requirements as outlined in the Candidate Information Booklet. The Council may shortlist applicants based on the information provided on the application form. Accordingly, applicants are advised to complete all sections of the form and ensure that the detail provided clearly demonstrates you meet the minimum qualifications for the post. If your qualification was obtained outside Ireland, you can confirm the equivalent level of your qualification online www.naric.ie Shortlisted applicants will be called for interview; all interviews will be held online using MS Teams.

Only applications on the [Official Application Form](#) will be considered. To access and complete the application, please click, [here](#) and follow the instructions. Applicants are required to submit their applications electronically and should retain a copy of their Application Form for their own personal reference.

Completed application forms must be submitted by 4pm, Monday 12th August 2024.

Panel

Following the selection process, three panels will be formed for the post of Assistant Staff Officer Library Service (Grade IV) from which future permanent and temporary vacancies may be filled.

Panel A (Confined to Local Authority Sector) will comprise of successful applicants in order of merit from within the Local Authority Sector only i.e., candidates serving in a local authority or Regional Assembly. 50% of appointments will be made from Panel A.

Panel B (Open) will comprise of all successful applicants in order of merit and may include candidates serving in a local authority, regional assembly and external applicants. 30% of appointments will be made from Panel B.

Panel C (Confined to Cork City Council) will comprise of successful applicants in order of merit who are current employees of Cork City Council at the date of appointment. 20% of appointments will be made from Panel C.

The order of candidates placed on each of the panels is determined by where they were placed on the overall order of merit.

The duration of the panel(s) will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of People and Organisation Development.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Council is satisfied that the person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, the Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

GENERAL INFORMATION

Health

For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Pension Arrangements and Retirement Age

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

Cork City Council will require the person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

GENERAL DATA PROTECTION REGULATION

Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain, at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition that you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council's Privacy Statement can be accessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

Garda Vetting

This post will come within the scope of the Local Authorities Garda Vetting Scheme.

If a post comes within the scope of the Local Authorities Garda Vetting Scheme, a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly, candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.

A record of an offence will not necessarily disqualify applicants, as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information, when required to do so, will render an application void and, in the event that an applicant has been employed, it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment they must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication, or otherwise, to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Cork City Council is an equal opportunities employer

COMPETENCY FRAMEWORK

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

<u>Delivering Results - Delivering Quality Work and Services</u>
Develops and maintains high standards of service delivery in accordance with operational plans.
<ul style="list-style-type: none"> ● Demonstrates a strong customer service ethos. Takes pride in the quality of service delivered and constantly seeks to improve it. ● Regularly reviews and measures quality of his or her work. ● Contributes ideas and suggestions as to how service activities can be improved.
<u>Personal Performance - Co-operating to Reduce Conflict</u>
Relates well to others and maintains positive working relationships
<ul style="list-style-type: none"> ● Works in an open and collaborative way with others. ● Addresses conflict or dissatisfaction in a constructive manner. ● Is proactive in providing help or support to fellow employees and is open to the perspective of others when acting to resolve conflict. ● Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.
<u>Purpose and Change - Co-operating with Change</u>
Understands the need for change and co-operates with its implementation in a logical and committed manner.
<ul style="list-style-type: none"> ● Has appreciation for the need for change. ● Co-operates with change in an orderly committed fashion. ● Proposes ideas and suggestions for positive change. ● Helps others to understand and take ownership for the implementation of change.