



Comhairle Contae Lú  
**Louth** County Council

**Louth County Council  
Candidate Information Booklet  
(Please read carefully)**

**Staff Officer - Librarian  
(Grade V)**

**Closing Date**

Completed application forms should be completed via the Louth County Council online recruitment portal no later than

**4.30pm on Thursday, 14<sup>th</sup> August 2025**

<b>Table of Contents</b>	<b>Page</b>
Louth County Council – General Information	3
The Role of the Staff Officer – Librarian	4
Post of Staff Officer – Librarian - Essential Criteria	5
Assessment Procedure	6
Particulars of Post	8
Panel Information & Eligibility	10
Recruitment Process	11
The Interview	13
Appeals Process	15
Notes	16

## **Louth County Council**

County Hall, Millennium Centre, Dundalk, Co. Louth A91 KFW6

Tel: 1890 202 303

Web: [www.louthcoco.ie](http://www.louthcoco.ie)

Email: [info@louthcoco.ie](mailto:info@louthcoco.ie)

### **General Information**

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €184 million in 2025.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

#### **Context:**

Local Government has undergone a very significant reform process in line with the proposals in “Putting People First”. The programme sets out a wide range of actions to deliver reform in order to address weaknesses, enhance effectiveness and accountability and improve performance across the entire system. The Local Government Act 2014 provided the necessary legislative basis to give effect to many of the reform measures set out in the Action Programme.

The Act, together with the Action Programme provide the broad policy context within which the successful candidate will work and a focussed agenda which he or she will be required to lead and deliver on, as directed by the Chief Executive.

***Louth County Library Service is headquartered in Dundalk. It manages and supports a network of five branch libraries, strategically located across the county along with a mobile library service. As part of the Social Development Directorate, the library service works collaboratively with Archives, Museum, and Arts services. The library service is evolving, innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement to deliver a wide and varied range of front line services to customers.***

## The Role of the Staff Officer - Librarian

The Library Staff Officer post is a supervisory position and is assigned functional responsibility for the administration and management of a branch library, section, or team within the Library Service. The Library Staff Officer will work under the direction and management of the Executive Librarian, Senior Executive Librarian or analogous grade or other employee designated by the County Librarian or Director of Services as appropriate.

As a **Library Staff Officer**, you will be working as a part of a multidisciplinary team in the achievement of a common goal. You will be required to work and deal with a variety of people in a courteous, helpful and professional manner. You will be required to manage your work and the workload of the section in an organised way and be open and flexible to new ways of doing things. This position will afford you opportunities to use your own initiative and work to a high standard. You will be required to operate the local authority's existing and future IT systems as part of your work.

### The ideal candidate shall have:

- 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;
- Understanding of the role of Library Staff Officer;
- An ability to supervise a team effectively to achieve a common goal, ensuring strong governance and ethics standard 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 in order 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;
- Knowledge and experience of operating ICT systems.

### Important Notice

The post is wholetime (i.e. 35 hours per week) and appointment may be permanent or temporary. The post **will include weekend and late evening working hours** as part of a normal roster. The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

## **Post of Staff Officer – Librarian (Grade V)**

Louth County Council is currently inviting applications from suitably qualified persons for the above competition. Louth County Council will, following the interview process, form a panel for the post, from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for 12 months and may only be extended at the discretion of the Chief Executive.

### **Essential Criteria** **Open Panel – Panel B**

**1. Character**

Candidates shall be of good character.

**2. Health**

Candidates shall 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 -

- 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
- c) Have obtained a comparable standard in an equivalent examination,  
or
- d) Hold a third level qualification of at least degree standard.

### **Desirable Criteria**

- Have at least two years satisfactory Library experience
- Have a current, full, clean, Class B drivers' licence and access to own car

### **Local Authority Sector/Confined - Panel A & C**

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

Candidates will have to demonstrate from their application form to the satisfaction of a short-listing board that they possess sufficient skills and experience in the competencies listed below in order to be called for interview.

- 1. Understanding Purpose & Change**
- 2. Delivering Results**
- 3. Performance through People**

Candidates short-listed for interview will then be assessed at the interview stage under the three competencies listed above **in addition to Local Government Knowledge and Understanding**.

#### **Understanding Purpose & Change**

- Understands the Council's purpose, goals and priorities.
- Shows commitment to these goals and ensures that the team understands how their work contributes to meeting the Council's objectives.
- Understands the Role of the Elected Council and the Representational Role of the Elected Members
- Understands and adheres to the Code of Conduct for all employees and complies with all Council rules, regulations and procedures.
- Ensures that there is full understanding of and compliance with all Council rules, regulations and procedures for employees within designated area of responsibility.
- Supports diversity.
- Understands and supports Workplace Partnership.
- Represents the Council positively when dealing with the public or other agencies.
- Creates a positive image of the Council both within the team and through interaction with the public and other stakeholders.
- Understands the need for change and gets this across persuasively to others.
- Makes a positive case for change and elicits commitment from others.
- Implements change in an orderly and determined manner.
- Co-operates fully in implementing safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.

#### **Delivering Results**

- Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions.
- Makes decisions in a timely, clear and well-informed way.
- Helps translates the business/team plan objectives into clear priorities and actions for their area of operation.
- Helps establish high quality service and customer care standards.
- Allocates 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.
- Takes initiatives to control and reduce the cost of activities and minimise waste in the services provided.
- Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.
- Sets and implements high standards of service delivery in accordance with the established parameters of the operational plans:

- Closely monitors quality of activities and takes initiatives to improve work processes over time.

### **Performance through people**

- Leads the team/service area in a manner that provides clarity of purpose and a focus on delivery.
- Engages with individual staff and the team in a motivational and supportive way.
- 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.
- Recognises the value of and requirement to communicate effectively.
- Have good written and verbal skills.
- Have good interpersonal skills.

### **Local Government Knowledge and Understanding**

- Demonstrates knowledge of the structure and functions of local government.
- Demonstrates knowledge of current local government issues and advocates practical approaches to addressing them.
- Demonstrates a clear and realistic view of future trends and strategic direction of local government.
- Demonstrates an understanding of the role of a Staff Officer in this context.

## Particulars of Post

### Duties

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to the area of any other local authority.

The duties shall include but are not limited to:

- Managing a branch library
- Working as part of a management team in a main branch
- Managing service areas at Library headquarters
- Managing performance and service delivery to expected standards in line with library targets, plans and policies
- Planning, organizing and participating in library events and activities
- Building relevant partnerships and networks
- Managing events programme for city/county-wide branch library network
- Support role to the operation of My Open Library initiative
- Supervise and manage staff up to the position of the grade or analogous grades
- Deal effectively with conflict
- Ensure compliance with all organisational policies and procedures
- Assist with implementation of work programmes to achieve goals, targets and standards set out in the Authority's Corporate Plan
- Prepare and agree team plans for the section or function
- Contribute to policy development and review of policies, procedures and systems
- Liaise and deal with colleagues, elected members, general public, customers of the local authorities and external agencies
- Prepare reports to and for senior officers and preparation of documents for meetings
- Ensure that healthy and safe systems of work are maintained and that all possible steps are taken to prevent accidents and minimise hazards to occupational health, in accordance with the Corporate Health and Safety Statement
- Participate & take part in the duties as required as part of the Organisational response to Climate Action to promote & ensure capacity building, empowering change and delivering action
- Undertake any other duties of a similar level and responsibility as may be assigned from time to time

The duties of this position are inclusive of all the responsibilities associated with the role of Staff Officer - Librarian as outlined and will also include the following specific duties:

- Planning and prioritising of work and preparation of Rotas,
- Organising workflows,
- Training Staff,
- Assisting with Budgets and Plans

## **Salary**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of Senior Executive Librarian is: €51,210 – €61,252 (LSI 2) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. In accordance with Departmental Circular Letter EL.02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

## **Location of post**

Louth County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

## **Superannuation**

**A.** Officers joining the Public Service after the 1<sup>st</sup> January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

**OR**

**B.** Officers who became pensionable officers of the Public Service prior to 1<sup>st</sup> January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

**OR**

**C.** Officers who become pensionable officers of a Public Service prior to 5<sup>th</sup> April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

## **Retirement**

Retirement is dependent on the superannuation scheme you become a member of and details will be made available to you upon appointment.

## **Health**

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

## **Probation**

Where a person, who is not already a permanent officer of Louth County Council, is appointed, the following provisions shall apply:

- There will be a probationary period of 9 months from date of employment,
- The Chief Executive may at his or her discretion extend this period,
- You shall cease to hold office at end of the period of probation unless during this period the Chief Executive has certified that your service is satisfactory.

## **Residence**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

## **References**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

## **Hours of work**

The working hours at present provide for a five-day, thirty-five hour working week. A flexible working hours' system is in operation and may be availed of subject to the terms and conditions of the Flexitime Policy.

## **Sick Leave**

The terms of the Public Service Sick Pay Scheme will prevail.

## **Annual Leave**

Annual leave entitlement for the position will be 30 days per annum. Louth County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

**Start date**

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

## Panel Information & Eligibility

In accordance with an agreement secured via the Workplace Relations Commission (WRC), Recruitment to each separate post of Clerical Administrative Grades IV, Grades V, Grades VI and Grade VII is now on the following basis with effect from 1st January 2020:

- A. 50% confined to employees of the sector,
- B. 30% open, and
- C. 20% confined to employees of an individual local authority.

A recruitment competition will be held to create three Panels.

**Panel A: Confined to Local Authority Sector**

This will comprise of successful applicants in order of merit who are currently working in the Local Authority Sector only.

**Panel B: Open**

This will comprise of all successful applicants in order of merit and may include candidates who are currently working in a local authority, regional assembly and external applicants.

**Panel C: Confined to current employees of Louth County Council**

This will comprise of successful applicants in order of merit who are currently working in Louth County Council.

Vacancies that arise during the life of these Panels may be filled from the appropriate Panel in the following sequential order:

1	Confined to Louth County Council	Panel C
2	Confined to Local Authority Sector	Panel A
3	Open	Panel B
4	Confined to Louth County Council	Panel C
5	Confined to Local Authority Sector	Panel A
6	Open	Panel B
7	Open	Panel B
8	Confined to Local Authority Sector	Panel A
9	Confined to Local Authority Sector	Panel A
10	Confined to Local Authority Sector	Panel A

**Candidates who are not employees of a Local Authority but who meet the Qualifying criteria are eligible to apply for inclusion on Panel B (Open).**

**Current employees of a Local Authority who meet the Qualifying criteria are eligible to apply for inclusion on both Panel A (Confined) and Panel B (Open).**

**Current employees of Louth County Council who meet all the Qualifying criteria are eligible to apply for inclusion on all three Panels.**

## Recruitment Process

All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

### Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and / or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications.

It is in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency where competencies are listed.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g. an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

### Vetting

Garda vetting is required for certain roles within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Louth County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

## **The Interview**

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice.

Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

### **Panel**

A panel may be formed on the basis of an interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

### **After the Interview**

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

### **Period for acceptance of offer**

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. If interested they will be required to take up duty at the latest within four weeks of the date of offer or a mutually agreed later date.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

## Appeals Process

If a candidate wishes to appeal either a short-listing decision or a Selection Board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to [recruitment@louthcoco.ie](mailto:recruitment@louthcoco.ie). The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short-listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short-listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

## NOTES

**CLOSING DATE FOR RECEIPT OF APPLICATIONS is Thursday, 14<sup>th</sup> August 2025 at 4.30 p.m. Late applications will not be accepted.**

**Have you:**

- Supplied correct and factual information?

**DO NOT:**

- Forward any certificates, references or CV's with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit False or misleading information. This may lead to later termination of employment.

**DO:**

- Ensure you apply before the deadline of **4.30 p.m. Thursday, 14<sup>th</sup> August 2025.**
- Check for automated response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next day.

**Louth County Council is an equal opportunities employer.**

**Canvassing will automatically disqualify.**