



Comhairle Contae Lú
Louth County Council

Louth County Council Candidate Information Booklet

(Please read carefully)

Library Assistant (Grade III)

Closing Date

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

4.30 pm on Monday 3rd March 2025

Late applications will not be accepted.

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Louth County Council

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

Tel: 1890 202 303

Web: www.louthcoco.ie

Email: 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 €171.7 million in 2024.

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 schools 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 Library Assistant

The Library Assistant is employed in one of our Libraries, or in Library Headquarters reporting to a senior library staff member. They will perform a role in almost all areas of library service. Louth County Council is seeking a dynamic, creative and motivated individual to fill the role of Library Assistant who will assist in fulfilling our vision to support communities by providing dynamic, inclusive and responsive services and by delivering quality customer service. The ideal candidate will be a highly motivated person, flexible, with drive and commitment to delivering quality public services from any library service point.

Essential Criteria

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, Training, Experience, etc.

Each candidate must have a good general level of education.

The Duties of the Library Assistant

Main Duties and Responsibilities:

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

- Frontline desk duties.
- Supporting ICT and Digital Services.
- Organising event and activity programming.
- Library general clerical and administrative duties.
- Supporting community engagement, including the Right to Read and Healthy Ireland at Your Library programmes.
- Adhering to Health and Safety and Child Protection policies.
- Collection development, bibliographic services and stock processing.
- Promotion and marketing of library services, through library tours, social media platforms, radio, presentations and written form.
- Lead and develop outreach programmes including storytelling, STEAM workshops, eServices demonstrations, and book clubs.
- Any other duties that may be assigned as part of the overall functioning of the Library Department.

Candidates will be expected to be flexible in terms of working hours as the duties will involve working evenings and Saturdays.

COMPETENCY INDICATORS

You, as the candidate, are expected to clearly demonstrate in your application your competencies under the following:

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

Candidates short-listed for interview will then be assessed at the interview under the three competencies listed above, and the additional competency of relevant knowledge and experience, using some/all of the following indicators within each competency.

Competency 1: Understanding Purpose and Change

- Participates in team plans which are consistent with the local authority's priorities values and policies.
- Represents the Council positively and professionally when dealing with members of the public and other stakeholders.

Competency 2: Delivering Results

- Identifies problems or issues at an early point, alerts his or her supervisor and seeks to develop solutions.
- Demonstrates awareness of the arrangement of the library space, including its layout and the flexibility of the space. Observes how users are interacting with the space and thinks critically about the user experience.
- Delivers high quality service and customer care standards.

Competency 3: Performance through People

- Relates well to others, maintains positive working relationships.
- Is self-motivated and capable of demonstrating the relevance of library services across different contexts.

Candidates will also be assessed on the additional competency of:

Local Government Knowledge and Understanding

- Knowledge of the structure and functions of local government.
- Knowledge of current local government issues and advocates practical approaches to addressing them.
- A clear and realistic view of future trends and strategic direction of local government.
- An understanding of the role of Library Assistant in this context.

Particulars of Post

Salary

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 Library Assistant is €29,811 - €46,945 per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. 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 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 1st 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 1st 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 5th 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 successful candidate **must** be available to work weekend and evening work as part of normal roster. Rotas may be amended periodically in response to service needs. You will be required to work 35 hours per week.

Sick Leave

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

Annual Leave

Annual leave entitlement for the position will be 27 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.

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 on the basis of information provided in the application form.

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, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be emailed 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

The local authority shall require persons to whom appointment is offered to confirm acceptance of offer within two weeks and to take up such appointment within a period of not more than six weeks from original offer. If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

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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. 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 4.30 pm on Monday 3rd March 2025.

Late applications will not be accepted.

Have you:

- Completed your application form in full?
- Supplied correct and factual information?

DO NOT:

- 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:

- Submit your application via the Louth County Council online recruitment portal & ensure you apply before the deadline of **4.30 pm on Monday 3rd March 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.