

Sligo County Council

Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of:

Part-Time Branch Librarian (Grade III)

Closing Date: 4.30 p.m. on Thursday 12th November 2026

Completed Application Form, including any required supporting documentation should be returned to the:

Human Resources Department, Sligo County Council

via e-mail to jobs@sligococo.ie



Sligo County Council
Comhairle Chontae Shligigh

Sligo.

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dara Mulvey.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Housing, Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Water, Emergency Services along with Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

Sligo Libraries are a widely used service of Sligo County Council. Sligo Library Service lies within the Live, Invest, Visit Directorate of Sligo County Council.

Sligo Library service provides opportunities in literacy, lifelong learning, skills development and innovation, by giving access to printed and digital resources, and to technology, in socially inclusive spaces where everyone can engage as active communities. The library service manages and supports a County wide network of Central Library, two Community Libraries, a Branch Library, a My Open Library service, a Mobile Library Service, and a Local Studies and Archive. The Library Service operates in a dynamic, changing environment, utilising technological advancements to deliver a wide and varied range of in-person and online library services.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Part-Time Branch Librarian. Sligo County Council will, following an 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 one year and may be extended for a further period of one year at the discretion of the Chief Executive. Persons employed will be required to work in any location within the Sligo County Council administrative area.

THE ROLE

The Branch Librarian is a permanent part-time post within Sligo County Council's Library Service. Branch Librarians make a valuable contribution to the provision of the library service by delivering frontline services and by providing support to library management. The Branch Librarian post is a vital link in the team which promotes the library as a neutral space at the heart of the community while engaging in the delivery of lifelong learning and cultural activities.

The duties of the Branch Librarian shall be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities.

The Branch Librarian will work as part of a team to meet goals and objectives to deliver quality services to internal and external customers. The ideal candidate for this post will be a highly motivated person committed to the delivery of excellent customer service.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH

**CREATION OF PANEL FOR THE POST OF
PART-TIME BRANCH LIBRARIAN (GRADE III)**

QUALIFICATIONS FOR THE POST

1. CHARACTER

Each candidate must be of good character.

2. HEALTH

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

3. 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.

4. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must have a good general level of education.

5. DESIRABLE SKILLS AND EXPERIENCE

It would be desirable if each candidate has:

- A full unendorsed driving licence for Category B vehicles and have access to their own vehicle
- An understanding of and dedication to customer service
- An understanding of the changing public library environment and the capability of adapting to change
- Energy and enthusiasm with a commitment to the needs of the community
- A high level of ICT and digital proficiency; including digital and social media, word processing, spreadsheets, databases, internet and email;
- Strong interpersonal and written and verbal communication skills
- Strong judgement and problem-solving skills
- An ability to work effectively within a team to achieve a common goal, whilst also being capable of working independently on their own initiative, in an independent environment and without supervision
- An ability to manage time, workload and other resources affectively
- An interest in working with all ages and abilities in the delivery of library programming
- An understanding of community and stakeholder engagement
- Previous relevant experience

COMPETENCIES FOR THE POST

Candidates are expected to **demonstrate sufficient evidence within their application form** of competence under each of the below headings. Please take particular note of these competencies when completing the application form as shortlisting or interview processes may be based on the information provided by candidates in Section D of the application form.

Customer Focus and Communication

- Take pride in the quality of service delivered and seeks to improve it
- Relate well to others and maintains positive working relationships
- Represent the organisation positively and professionally when dealing with members of the public and other stakeholders
- Has effective verbal and written communication skills

Planning and Organising Work

- Delivers a high standard of service in line with work plans and schedules
- Manages time and workload effectively
- Takes initiative when they see an opportunity to make a contribution

Teamwork

- Work as part of a team to ensure delivery of plans and schedules
- Have a strong team ethic of co-operation and mutual support
- Understands own role and personal contribution to the workplace

Knowledge, Skills and Experience

- Knowledge and understanding of the structure and functions of local government
- Understanding the role of a Branch Librarian in the above context
- Has relevant administrative experience
- Has experience as working as part of a team

SLIGO COUNTY COUNCIL/COMHAIRLE CHONTAE SHLIGIGH

CREATION OF PANEL FOR THE POST OF PART-TIME BRANCH LIBRARIAN (GRADE III)

PARTICULARS OF OFFICE

1. THE POST

The Branch Librarian post is a pensionable part-time position on the basis of a minimum of 20 no. hours per week over 5 no. days. Vacancies arising at this grade will be filled from the panel formed as a result of this competition.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

Under the general direction and control of the Chief Executive, or of such other employee as the Chief Executive may from time to time determine, such appropriate services of a technical, management, administrative, executive, supervisory, advisory and ancillary nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the employment will, if required, act for an employee of a higher level, if qualified to do so.

The duties of the post shall include but are not limited to the following:

- Front-line library service duties at a busy public library desk;
- Lock -up and security of branch where needed;
- Adherence to the Health and Safety policy of Sligo County Council;
- Use of Library Management System;
- Responding to customer queries, including information and requests;
- Providing frontline library service to the public;
- Providing mediated access to library resources in-house and online;
- Providing excellent customer service e.g. responding to customer queries, including information and requests;
- Supporting senior staff in the delivery of library services to the public;
- Operating existing and future I.T. systems - word processing, spreadsheets, databases, library operating systems, e-mail and internet;
- Assisting the public in using self-service facilities, Online Catalogue, Self-Check Kiosks, Public PCs, WiFi access, Printing, Online Resources, My Open Library facilities, and any other Library I.T. equipment and Apps;

- Assisting in the promotion of the library service through an active role in the organisation and delivery of events – e.g. book clubs; storytelling, class visits, community events & exhibitions;
- Branch Relief Work – cover in other locations as required to maintain library branch network opening hours during periods of holiday leave, sick leave, etc.;
- General clerical and administrative duties relevant to the Library Service, e.g. processing and RFID tagging of new library stock, Health & Safety checklists and documentation, branch statistics returns, etc.;
- Participating and contributing to the organisational response to Climate Action through training and Library programming;
- Ensuring standards and policies are adhered to in terms of Health and Safety, Child Protection and Data Protection;
- Any other duties that may be assigned as part of the overall functioning of the Library Service.

3. **REMUNERATION**

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

The current (hourly) payscale for the position is as follows:

€17.49 - €18.45 - €18.69 - €19.18 - €19.88 - €20.59 - €21.30 - €21.81 - €22.39 - €23.07 - €23.55 - €24.22 - €24.89 - €26.16 – LSI1 €27.06

Remuneration for the post shall be in accordance with existing practice as set out in relevant circulars. Starting pay for new entrants will be at the minimum of the scale.

4. **SUPERANNUATION**

- a) Persons who become pensionable employees 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 dependant or qualified children).
- b) Persons who become pensionable employees 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.
- c) All persons under (a) and (b) above who become pensionable employees 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.

- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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).

5. PROBATION

There shall be a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion, extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

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

8. LOCATION

Sligo County Council reserves the right to assign the successful candidate to any branch of Sligo Library Service now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

9. METHOD OF SELECTION

- (a) Selection shall be by means of a competition based on an interview conducted by or on behalf of Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top

performing candidates at final selection interview whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

(b) Short-listing

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller amount will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to 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.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- the information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions or
- a preliminary interview or
- a mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

10. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate, in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

11. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will 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.

12. PERIOD OF ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

13. WORKING HOURS

The successful candidate will be expected to work variable hours over the Library's working week from Monday to Saturday - minimum of 20 hours per week over 5 no. days. The Council reserves the right to vary these hours at its discretion.

The successful candidate will be scheduled to work as part of a rota which includes Saturdays and late evenings.

The successful candidate may be required to work additional hours depending on work requirements. Where possible, notification of additional hours will be notified in advance.

14. ANNUAL LEAVE

Annual leave shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sligo County Council's annual leave year runs from 1st January to 31st December.

15. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations 2014 and any subsequent Regulations made from time to time.

16. TRAVEL & SUBSISTENCE ARRANGEMENTS

Travel and subsistence expenses (if applicable) shall be paid in accordance with agreed rates which may be revised from time to time.

17. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

18. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link:

<https://www.sligococo.ie/gdpr/>

Important Notice:

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 to be signed by the successful candidate.
