

HEAD OF LIBRARY – DUTIES & RESPONSIBILITIES:

1. To develop and manage the College Library, incorporating the general organisation of the Library staff and the assignment of duties and workloads including the management of counter services, information services, acquisition of books, journals, electronic materials and the processing and cataloguing of these
2. Participation as a member of Academic Council
3. The provision and development of academic related services to meet the needs of the College's teaching, learning and research community
4. Collection, development and management, including the investigation of potential new resources
5. Communication and collaboration with relevant groups and individuals on the development of new services
6. Provision of guidance and advice on navigating and exploiting the library and other quality information resources to their full potential
7. To be a spokesperson for the Library and to represent its interests
8. To develop and sustain appropriate structures for management, consultation, decision-making and communication with all Library staff
9. To ensure management, academic and other duties are fairly allocated and that tasks are delegated as necessary in order to allow smooth operation of the Library
10. Where necessary, to actively participate in the recruitment of staff for the Library
11. To ensure good staff induction, monitoring of staff progress and to ensure that staff are given support and training as required
12. To ensure that appropriate contacts are fostered both internally and externally
13. To participate in Programmatic/Institutional review and Quality Control duties
14. Other such duties as may be identified by the President from time to time

Essential Requirements:

- Graduate with a recognised qualification in Library and Information Studies
- Experience working in a library, preferably at a senior level
- Excellent communication, organisational and interpersonal skills

Desirable Requirements:

- Good working knowledge of the Irish language