

**CANDIDATE INFORMATION BOOKLET**  
**EDUCATIONAL RESEARCH CENTRE (ERC)**  
**PANEL FOR**  
**PART TIME LIBRARIAN (0.5 Full time Equivalent)**  
***(PERMANENT POST)***

## Background

The Educational Research Centre (ERC) was established as a Statutory Body in accordance with the Education Act (1998) in September 2015, but has been in existence since January 1966. It published its current strategic plan in April 2022. It has a dual remit of providing tests and supports for these tests to schools, and conducting educational research and evaluation studies. Since summer 2020, the ERC comes under the remit of the 2003 Official Languages Act. Its programme of work can be divided into seven strands (with more information available at [www.erc.ie](http://www.erc.ie)):

1. Oversight, delivery and national reporting of large-scale international assessments.
2. Management, oversight and reporting of large-scale national assessments.
3. Contributing to policy on, and evaluation relating to, educational disadvantage.
4. Test development, standardisation and support (in both paper and online formats).
5. Programme evaluation.
6. Data analytic support.
7. Independently-initiated research.

The main ERC building is located on the grounds of DCU's St Patrick's Campus in Drumcondra and its Test Department is nearby on Richmond Road, Drumcondra. The ERC employs about 40 staff who work together in small collaborative teams. The work is supported by an administrative team and the ERC's Senior Management Team, which is comprised of the CEO, Head of Governance and Corporate Services, senior researchers, senior administrators and IT manager. The ERC engages with various sections of the Department of Education and other agencies in its research projects, and participates in a range of advisory and steering committees, both national and international.

## Job Specification

The ERC now wishes to recruit for a **part time librarian**. The successful candidate will be assigned to the ERC's library which is managed internally but is located off site, in storage for the most part.

This is a permanent post and is subject to the completion of a 6 months' probation period.

Further information on the Centre is available at [www.erc.ie](http://www.erc.ie)

## Duties and Responsibilities

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

- To manage service to library users on a day to day basis to include:
  - ✓ Maintaining and updating the library reference service;
  - ✓ Organising material for re-shelving or storing off site;
  - ✓ Retrieving books, periodicals, newspapers, etc., from storage, bringing to users;

- ✓ Organising collections and deliveries as required;
- ✓ Ensuring that library materials are not interfered with or damaged, and library property is not removed without authorisation;
- ✓ Cataloguing of new materials;
- ✓ Contribute to the rationalisation and review of storage arrangements and rehousing of library materials;
- ✓ Provide guidance on policy and practice in relation to the cataloguing and classification of library collections;
- Identify material for conservation where relevant;
- To maintain, review and update internal procedures for library user services;
- To review library systems regularly and identify options for upgrades, including upgrades for referencing/citation software;
- To manage the following areas:
  - ✓ Acquisitions/procurement
  - ✓ Subscriptions
  - ✓ Document supply
  - ✓ Goods inwards
  - ✓ Correspondence
  - ✓ Material processing
  - ✓ Shelving
- To deliver induction sessions to library users;
- Assist and advise researchers who are carrying out literature reviews, including scoping reviews and systematic reviews; E.g.
  - ✓ How to identify and access relevant databases and hard copy sources;
  - ✓ Advise on how to develop and implement search strategies and inclusion/exclusion criteria;
  - ✓ Collate and organise output.
- To provide referencing (ISBN, DOI, ISSN etc.) and assistance with dissemination of ERC online and hard copy publications;
- Work with the editorial board of the ERC's Irish Journal of Education on a strategy to strengthen the journal's reach, accessibility, and impact;
- Drafting of title pages for ERC publications;
- To undertake other duties as may be defined from time to time by the ERC.

### **Note**

This job specification is intended as a basic guide to the scope and responsibilities of the position. It may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the ERC. The post is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of the ERC. A high level of flexibility is expected.

## Requirements

### Citizenship Requirements

Candidates must fall under one (or more) of the criteria below at the date of submitting their application:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the UK under the protection of the Common Travel Area
- A citizen of Ukraine who has received a letter confirming they have been granted Temporary Protection under the EU Directive; or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4; or
- 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; or
- 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 Switzerland and has a stamp 4.

### Essential Person Requirements

*Applicants should meet all of the below at the time of submitting their application (responses to these requirements will be assessed at shortlisting and/or interview phase):*

- Library or Archive or equivalent NFQ qualification;
- Have an interest in the library service and playing a role in best practice service delivery;
- Have knowledge of cataloguing/classification of materials using international standards;
- Attained such a standard of education as would enable the candidate to carry out efficiently the duties of the position;
- At least two years' professional experience in a library [*preferably in an academic library or equivalent*];
- Have experience using library/catalogue database systems;
- The ability to provide an excellent standard of client service in all circumstances;
- Possess excellent literacy and numeracy skills;
- High level of competency in using Microsoft applications (e.g. Windows, Word, Excel, PPT, Outlook, etc.), Internet;
- Possess excellent writing skills, both formal and informal;
- Excellent interpersonal and communication skills, including the ability to engage with a wide range of people in a positive manner;
- High attention to detail;
- Proven strong planning and organisational skills;
- Evidence of strong personal effectiveness, flexibility and problem solving;

### **Desirable Experience, Skills and Characteristics**

*It would be a significant advantage to have one or more of the following:*

- Accredited librarian qualification (Library Association of Ireland) **or** working towards an accredited qualification at a Postgraduate level in Library, Archive, Record Management Systems, or MLIS Library & Information Studies;
- Be a member of the LAI or ARA associations and be able to network [in the context of library development and best practice, infrastructure, enhancing technologies and services];
- Have digital literacy skills, including knowledge of key software applications and relevant library systems;
- Have experience in implementing/maintaining a catalogue/record system;
- Experience with digital archiving;
- Understanding or experience of Public Sector governance;
- The ability to communicate in the Irish language;
- Experience or familiarity with educational assessment or research environments, and/or the primary and/or post-primary education sectors in Ireland.

*Following recruitment, a panel of successful candidates will be created. The panel will remain in place for 12 months from the date of its creation and may be renewed once for a further 6 months.*

### **Terms of employment**

#### **Salary Scale**

The appointment will be made on the prorated (at 0.5) full time equivalent ERC Executive Officer Scale €30,654 - €55,217 (Personal Pension Contribution (PPC) Scale) as at February 2023, at a point in line with current Government Pay Policy, with new entrants to the public sector commencing at the first point of the scale. The Different terms and conditions may apply if, immediately before appointment, the successful candidate is a currently serving civil/public servant.

#### **Pension**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the ERC at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means membership of the Single Public Service Pension Scheme ("Single Scheme"). However, in the latter scenario, some exceptions may apply.

#### **Place of Attendance**

The appointee for this role will be based in the ERC's main building, in Drumcondra, Dublin. The ERC has a blended Work Policy in place which allows some remote working options for the staff members. The options to work remotely will rely on the submission of an application by the candidates and will depend on the requirements of the relevant post.

When absent from home and place of employment on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service/public sector regulations.

### Tenure

In the event of appointment to a permanent, fixed term or specified purpose position with the ERC the appointee must serve a probationary period, which normally will last for 6 months. If at any time during this period, it appears that the appointee would not be suitable for final appointment the employment will be terminated.

### Hours of attendance

Hours of attendance will amount to not less than 17.5 hours net per week (0.5 of Full Time Equivalent). The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations.

### How to Apply

Only applications submitted electronically will be accepted. Applications will not be accepted after the closing date and time.

**THE CLOSING TIME AND DATE FOR APPLICATIONS IS: 1.00pm (Irish time), Friday, September 22<sup>nd</sup> 2023.**

Applications must include:

- 1: A cover letter of **no more than 2 pages** (minimum size text 11) explaining why you are applying for this position and clearly identifying how your experience aligns with the **Essential Person Requirements** and, as applicable, the **Desirable Experience, Skills and Characteristics** for this position.
- 2: An up-to-date CV of **no more than four pages** in length which includes the names and contact details (phone number and email) of **two referees**. (Referees will **not** be contacted without the candidate's prior agreement.)

**All documents must be submitted in Word or PDF format.** Files sent by email as links to documents in shared cloud-based servers will not be accepted for security reasons.

Completed applications should be submitted to: [vacancies@erc.ie](mailto:vacancies@erc.ie), quoting 'Part-time Librarian post' in the subject heading.

If you do not receive an acknowledgement of receipt of your application to [vacancies@erc.ie](mailto:vacancies@erc.ie) within 24 hours of applying, please contact our HR Officer, Hertz O'Flynn at [hertz.oflynn@erc.ie](mailto:hertz.oflynn@erc.ie) Subject to the provisions of the Freedom of Information Act, 1997 as amended, applications will be treated in strict confidence.

## Other information

### Communications

Campaign updates will be issued to the email address supplied with your application. The onus is on each applicant to ensure that they are in receipt of all communication from the ERC. Candidates are advised to check emails on a regular basis throughout the duration of the competition. In addition, candidates should check junk/spam folders should any emails be mistakenly filtered. The ERC accepts no responsibility for communication not accessed or received by a candidate.

### Selection Process

The selection may include shortlisting of candidates on the basis of the information contained in their application. An expert Interview Board will examine the applications against pre-determined criteria based on the requirements of the position. The selection process may include one or more of the following:

- Shortlisting on the basis of cover letter and CV;
- Interview(s) in English and/or Irish;
- Presentation or any other tests or exercises that may be deemed appropriate;
- Language/communication test (oral and/or written).

Where Irish language fluency is a requirement for a position, shortlisted candidates may be invited to complete a separate assessment (written and/or oral) in Irish, in addition to interview.

Shortlisted candidates will be invited to interview(s) to be scheduled between two and four weeks after the closing date for applications, or as close as possible to this timeline. Shortlisted candidates will be provided with further information and guidelines on the selection process at least one week in advance of interview to facilitate preparation.

Notification of interview date and time will be issued to the candidates at the email address provided in their applications. Candidates should make themselves available on the date(s) specified by the ERC and should make sure that the contact details specified on their application are correct.

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

The ERC reserves the right to conduct interviews either remotely online or face-to-face as circumstances require, and also to require candidates to attend a second interview and/or complete further assessments or tests as it deems appropriate and necessary following the first interview.

The preferred candidate will be offered the position subject to satisfactory reference checks. Referees will **not** be contacted without the candidate's prior agreement.

## **Panel**

Arising out of this competition, the ERC may create a panel or panels from which future similar vacancies may be filled. Where a panel is created, the ERC reserves the right to decide that only a certain number will be placed on that panel. Qualification and placement on a panel is not a guarantee of appointment to a position.

Candidates not appointed at the expiry of a panel (12 months following its creation in this instance with the possibility of extension for a further six months) will have no claim to a position thereafter because of having been on the panel.

Once an offer of a specified purpose or fixed term appointment has been declined, the candidate may remain on the panel until the expiry of the panel for permanent positions only (that is, the candidate will not be offered any specified purpose or fixed term position).

Once an offer of a specified purpose or fixed term appointment has been accepted, the candidate may remain on the panel until the expiry of the panel for any other specified purpose, permanent or fixed term appointment which becomes available.

Once an offer of appointment to a permanent position has been accepted or declined by a candidate, the candidate will no longer remain on the panel in question and the ERC may select another person for appointment based on the results of the selection process. More detailed information will be provided to successful candidates.

## **Other Important Information**

The ERC will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the ERC is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that their application will receive further consideration.

It is important, therefore, for applicants to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for interview. If essential entry requirements are not met but applicants nevertheless attend for interview they could be put to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the ERC 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. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises, the Interview Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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 agreed with the successful candidate.

### **Data Protection Acts, 1988 and 2003; GDPR 2018**

When a candidate's application form is received, the ERC will create a record in the candidate's name, which contains much of the personal information supplied. This personal record is used solely in processing the candidature and should the candidate be successful certain information provided will be retained going forward. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and in the General Data Protection Regulation (GDPR), 2018.

To make a request under the Data Protection Acts 1988 & 2003/GDPR 2018, please submit your request in writing to the Data Protection Officer at [Data.Protection@erc.ie](mailto:Data.Protection@erc.ie). Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

### **Diversity and reasonable accommodations**

The ERC is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce. The ERC provides a flexible, dynamic and challenging working environment, supports equality of opportunity, diversity and inclusion and encourages people from underrepresented groups to make applications.

Candidates requiring reasonable accommodation with the application or interview process can contact the ERC in any of the following ways (being mindful of the deadline for application):

- ✓ Email [hr@erc.ie](mailto:hr@erc.ie) (please reference the post you are applying for).
- ✓ Call 01 837 37 89 and request to speak to Hertz O'Flynn.
- ✓ Write to: HR Dept., ERC, DCU St Patrick's College Campus, Drumcondra, Dublin 9, D09 AN2F.

Candidates who wish to avail of reasonable accommodations may be asked to submit a report from a medical professional to help determine suitable accommodations.