



**Comhairle Contae  
Loch Garman  
Wexford  
County Council**

---

## **Candidate Information Booklet**

### **Library Assistant**

(This competition is to create a Panel from which future temporary and permanent vacancies may be filled)

**Closing Date:**

**5.00 pm on Thursday, 19<sup>th</sup> December, 2024**

**Wexford County Council is committed to a policy of equal opportunity.**

This competition is being managed by:

*Stephanie Furlong  
Recruitment Desk  
HR Section  
Wexford County Council  
053 919 6378  
E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## **DESCRIPTION OF THE POST**

A Library Assistant is the entry grade within the administrative structure of Wexford County Council. The Library Assistant will work as part of a team to meet goals and objectives and to deliver quality services to internal and external customers. As part of our commitment to providing a quality service, the Library Assistant will assist in delivering a wide range of services within the Library Service. Library Assistants provide a point of contact for customers to carry out their business and access information about available services.

There are 5 Branch Libraries in County Wexford in Wexford Town, New Ross, Bunclody, Enniscorthy and Gorey. Library Headquarters is based in Wexford Town. A mobile library service operates countywide. The Council reserves the right to assign the successful candidate to any premises/service in use by the Council now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation

## **ESSENTIAL REQUIREMENTS FOR THE POST**

### **1. CHARACTER:**

Candidates shall be of good character and references shall be sought.

### **2. HEALTH:**

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

### **3. EDUCATION, TRAINING AND EXPERIENCE ETC.:**

#### **PANEL A - OPEN**

Candidates **must**, on the closing date for receipt of application forms:-

- (a) have a good general level of education
- (b) have a good level of communication skills
- (c) have an awareness of community based services

#### **PANEL B - CONFINED**

Candidates **must**, on the closing date for receipt of application forms:-

- (a) be a serving Part-time Branch Librarian with Wexford County Council
- (b) have a good general level of education
- (c) have a good level of communication skills
- (d) have an awareness of community based services

It is also desirable that candidates have a strong commitment to customer service and a working knowledge of current information technology applications.

#### **4. GARDA VETTING**

Each candidate may be required to co-operate with a Garda vetting procedure

#### **5. 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.

#### **THE PERSON**

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will possess the following:

A clear understanding of library services;

Understanding of the role of a Library Assistant;

Relevant administrative and IT experience;

Strong customer service ethos;

Experience of working as part of a team;

Knowledge and experience of operating IT systems, spreadsheets, Microsoft Office;

## **DUTIES OF THE POST**

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties; these shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority, and may include the following:

The duties of the Library Assistant 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 and will include the following;

- Providing frontline library service to the public with an emphasis on excellent customer service;
- Providing access to library resources including online resources;
- Supporting senior staff in the delivery of library services;
- Using and promoting the use of new technologies;
- Effectively maintaining and promoting stock in the library through shelving and display;
- Assisting in effective library outreach to communities and schools;
- Providing advice and guidance on reading material for adults and children;
- Assisting in the organisation and delivery of events including events for children;
- Carrying out administrative duties relevant to the library service;
- Carrying out such other duties as may be assigned from time to time.

The duties shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

## **COMPETENCIES FOR THE POST**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<b>Team Work</b>	Shows respect for colleagues and co-workers;  Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate;  Offers own ideas and perspectives;  Understands own role in the team, making every effort to play his/her part;
------------------	--

<p><b>Information Management/ Processing</b></p>	<p>Approaches and delivers all work in a thorough and organised manner;</p> <p>Follows procedures and protocols, understanding their value and the rationale behind them;</p> <p>Keeps high quality records that are easy for others to understand;</p> <p>Suggests new ways of doing things better and more efficiently;</p> <p>Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc;</p>
<p><b>Delivery of Results</b></p>	<p>Completes work in a timely manner;</p> <p>Adapts quickly to new ways of doing things;</p> <p>Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes;</p> <p>Writes with correct grammar and spelling and draws reasonable conclusions from written instructions;</p>
<p><b>Customer Service</b></p>	<p>Understands the steps or processes that customers must go through and can clearly explain these;</p> <p>Is respectful, courteous and professional, remaining composed, even in challenging circumstances;</p> <p>Can be firm when necessary and communicate with confidence and authority;</p> <p>Communicates clearly and fluently when speaking and in writing;</p>
<p><b>Local Government Knowledge</b></p>	<p>Has a clear understanding and knowledge of local government including the services provided by the Library.</p>

**SELECTION PROCESS**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie) no later than the closing date and time of: **5.00pm on Thursday, 19<sup>th</sup> December, 2024**

**The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie).**

**CONDITIONS OF SERVICE**

**1. Tenure:**

The post, whether temporary or permanent, is whole-time and pensionable.

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 dependent or qualified children).

All persons 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 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) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

## 2. Probation:

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply: -

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

## 3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

**SALARY: €29,811 – €46,945 (1st LSI) (at 1<sup>st</sup> October, 2024)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

## 6. Hours of Duty

The successful candidate **must** be available to work weekend and evening work as part of normal roster. The working hours shall be within the times of 9.00 a.m. to 9.00 p.m. subject to review from time to time. Rotas may be amended periodically in response to service needs.

## 7. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a

result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

## **6. Retirement / Superannuation:**

### Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

### New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

## **7. Residence:**

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

This competition is being run by Wexford County Council. For general queries, please contact the following:

*Stephanie Furlong*  
*Recruitment Desk*  
*HR Section*  
*Wexford County Council*  
*053 919 6378*  
*E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

### **Additional Relevant Information**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.



- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**  
The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**  
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010, dated 1<sup>st</sup> November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this

scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

© *Wexford County Council 2024*