

**Executive Librarian (Grade VI)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Executive Librarian (Grade VI)  *(Grade Code: 0574)* |
| **Campaign Reference** | NRS15056 |
| **Closing Date** | ***Wednesday 15th October 2025 at 12:00 Noon*** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | National HSE Library Service, Strategy & Research  There is currently one permanent and whole-time vacancy located in University Hospital Galway Library.  There are currently two permanent and part-time (0.5) wte vacancies, one located in Portiuncula Hospital Library and the other located in Merlin Park Hospital Library.  A panel may be formed as a result of this campaign **for Executive Librarian (Grade VI), National HSE Library Service (all HSE library services/locations) within Strategy and Research** from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Denise Duffy, Library Resources Manager  **Email:** [denise.duffy@hse.ie](mailto:denise.duffy@hse.ie) |
| **Details of Service** | The National HSE Library Service co-ordinates a range of library and knowledge services delivered through its 29 libraries and approximately 58 staff located throughout the HSE. The majority of libraries are based in acute hospitals. Strategic plans set the priorities of the national service on an on-going basis.  The service liaises closely with a broad range of stakeholders including library staff, service users, and colleagues in primary care, mental health, national ambulance and acute services. These services are delivered through the HSE to all HSE staff including medical, nursing, midwifery, health and social care professionals, scientific professionals, management, students on clinical placements and relevant HSE partners.  The service is undergoing significant change with the first strategy published in 2018. HSE Library is part of the Research and Evidence function in the HSE, Full details of the services provided by HSE libraries can be found at <http://www.hselibrary.ie>  The following core services are delivered by the National HSE Library Service   * Mediated searching, enquiry and reference services * **Continued implementation, promotion and expansion of the Evidence Service and related clinical library activities** * Instruction in the use of electronic resources, to include the production and distribution of customised online guides, tutorials, helpsheets, etc. * Management of access to online resources for all registered library service users * Document supply from other Irish and international libraries * Instruction in the use and submission of research to Lenus the Irish Health Repository * Management of the National Central Repository for national clinical guidelines and national policies, procedures, protocols and guidelines * Access to computer facilities, to purchased electronic resources and to the Internet * Photocopying, printing and makerspace facilities * Quiet study areas and research facilities * Access to a comprehensive range of up-to-date and regularly reviewed reference books, reports and journals in print and, increasingly, electronic format * Promotion of library services and resources * Is required to work as a member of one or more virtual teams as outlined in the HSE Library Strategies   The remit of the National HSE Library Service is to provide access for all healthcare practitioners to a comprehensive range of evidence-based, up-to-date knowledge resources for the purposes of:   * research into specific clinical questions, conditions or treatments relevant to the care of individual patients. * keeping up to date with developments in a specific area of the health sciences, or the professional literature of a given specialty. * continuing professional education.   Our services are intended to ensure that point-of-care decisions are informed by best international evidence and that staff engaged in education or research have an available knowledge resource, and assistance when they need it.  Increased access to the most recent evidence-based knowledge resources improves the quality of patient care and reduces the level of risk to the HSE. The availability of a library service has a positive impact on health outcomes for patients, leads to time savings for healthcare professionals and results in cost savings.  The library service is evolving at an exciting pace to meet the demands of staff and to keep abreast with healthcare developments both nationally and internationally. It is expected that the new post holder will continue the work in planning and organising service changes in line with healthcare best practice both nationally and internationally.  The library team is made up of a diverse, friendly and dedicated group of people, committed to serving the information needs of HSE staff.  Some members of the library team have close links with HSE national programmes and initiatives and regularly participate in information service delivery in these areas |
| **Reporting Relationship** | Reporting into the Library Resources Manager, in turn to the Area Library Manager |
| **Purpose of the Post** | The post holder will be responsible for developing, improving and promoting the full range of library services and resources as well as being involved in the day to day management of library staff and services at a specific location.  This role will include membership and active contribution towards goals of one or more national library virtual teams. |
| **Principal Duties and Responsibilities** | **General**   * Work as part of a national team of library and information staff. * Actively contribute to one or more of the virtual teams outlined in the HSE Library strategy and future strategies. * Manage an assigned physical library and provide line management to associated staff. * Register and induct new library users. * Contribute to larger knowledge service projects as required. * Prepare local strategy implementation plans for the future development of the hospital library in conjunction with the assigned Manager and National Health Service Librarian. * Report key performance indicators for allocated library service on a quarterly and annual basis. * Build and maintain strong working relationships with all relevant stakeholders including Hospital and Community based users. * Develop and maintain relationships with peers in similar institutions and roles. * Provide excellent customer service at all times by providing a welcoming, supportive and efficient service to all library users. Provide information to satisfy enquiries by phone, email and in person. Specifically assure the provision of evaluated resources to support evidence-based patient care. * Orientate library users on the range of resources and services available via the National HSE Library Service. * Manage and proactively develop knowledge resources and services through the application of professional competencies in acquisitions, collection development, cataloguing and classification. * Liaise with the assigned Manager and/or other libraries in matters pertaining to the local hospital library. * Organise and actively promote library services to hospital and community staff. * Coordinate current awareness services locally in line with national policy. * Comply with and participate in the development of library policies and procedures. * Participate in library promotional activities. * Manage local operational budget where available. * Provide cross cover at the front issue desk when required (holiday periods etc.) for the library assistant workings. * Represent the National HSE Library and Service on internal and external committees as required. * Engage in continuing professional development. * Foster a culture of quality improvement by continuously evaluating services. * Maintain user records in compliance with data protection guidelines.   **Digital Knowledge Service**   * Assist local users in registering with the ‘HSE Library Account’ authentication system to provide 24/7 access to electronic resources onsite and at home. * Perform administrative and troubleshooting activities associated with ‘HSE Library Account’ account expiry, passwords, system navigation, user authentication, for local users * Promote and support staff to use innovative technologies including but not limited to: videocasting, makerlabs, makerspace equipment. * Maintain and contribute to the content and design of the HSE Library website where required. * Provide continual user education in the optimal use of electronic resources. * Assist library users with navigation of the Internet and relevant software packages. * Distribute printed helpsheets, tutorials, user guides, etc. * Administer Internet sign-in to comply with internal ICT security policy. * Identify trends in information resource provision and recommend further development and innovation. * Manage and proactively develop healthcare knowledge resources and technology. * Be proficient in graphic software packages (eg. Canva) to design leaflets, posters and other material as required.   **Evidence Service**   * On completion of requisite training, participate in the delivery of a comprehensive consultation and Research Request Service to include literature and systematic review searching, critical appraisal and evidence summarizing across all disciplines. This includes the production of rapid evidence reviews and evidence summaries in all health and management related disciplines. * Collect and collates data on the use and impact of evidence supplied in a timely and evidence based way. * Provide professional library enquiry and reference services using advanced searching, critical appraisal and knowledge summary skills in order to locate and disseminate best evidence.   **Knowledge Broker Service:**   * Provide a knowledge broker service facilitating healthcare professionals with their knowledge needs including for example knowledge capture and knowledge mobilisation * Participate in multidisciplinary teams as required. * Develop processes for enabling healthcare workers to put evidence into practice. * Be familar with health literacy and put in place mechanisms to distil best practice in health literacy programs for relevant HSE staff.   **Collection Development:**   * Maintain and develop collections in consultation with library users across all relevant specialties and in line with national policy. * Conduct continual user needs analysis to facilitate collection development. * Participate in National Acquisitions Working Group and any other relevant groups.   **Information Skills Service:**   * Contribute to the work of the HSE Library Information Skills team by developing and delivering individualised and group training programmes on specialist resources. Training supports CPD/CME and evidence-based patient care and is accredited. Monitors and reviews same. * Deliver training virtually and in person as part of and/or aligned to national Information Skills team offering.   **Physical Library Management**   * Manage and maintain the physical library in line with Health and Safety Legislation, and other relevant policies and guidelines. * Develop a physical library space that is responsive to user needs, sustainable and is fit for purpose. * Collect and monitor feedback regularly from stakeholders via a local Library user group or equivalent representative stakeholder forum. * Be responsible for risk minimisation and management of own work area of work and report on any potential hazards to the relevant line manager. * Ensures that risk assessments are actively reviewed and updated and a scheduled process is in place for effective monitoring * Contributes to relevant HSELibrary team as required.   **Staff Management:**   * Has responsibility for the day-to-day management of the assigned Library, library staff and services**.** * Provides outreach support to library staff. * Fosters and develops harmonious working relationships between staff. * Supervises and supports a team of library assistants. * Conduct regular staff meeting to keep staff informed and to hear views. * Manage and implement all staff related issues in accordance with HR Policies and Procedures. * Keep in touch with workloads of staff members to gauge levels of stress and morale in the team. * Monitors and supports the performance management and development of library staff to ensure that individual contributions are maximised. * Participation in mandatory training programmes.   **Other Responsibilities**   * Liaise with colleagues to provide an integrated national service. * Work as part of a national team to formulate and implement standardised policies and procedures. * Liaise with the assigned Manager and/or other libraries in matters pertaining to the local library. * Provide cross cover with colleagues in other Libraries throughout geographic areas as required. * Interact with a wide range of disciplines and specialties both hospital- and community-based. * Participate in national project teams or activities as delegated. * Keep up-to-date with the professional literature of clinical and more general librarianship and continually develop professional competencies and knowledge. * Catalogue and classify library collection materials. * Collate and prepare statistical reports and key performance indicators for management. * Provide document supply services from library collections to users and to other library services on inter-library loan * Maintain and develop the national library management system. * Maintain library equipment * Monitor usage and compliance, referring to the assigned Manager as required. * Perform such other duties, whether or not connected with or incidental to the functions of national health library & knowledge services, which the National Health Service Librarian may reasonably require. * Undertake all duties in a confidential, professional and courteous manner when representing the service.   **Communications**   * Ensure appropriate communication and information systems are in place to address the needs of a wide range of stakeholders. * Effectively handle queries directed to the office – assessing, recording and passing on queries, ensuring that such enquiries are dealt with in a timely manner and responses recorded.   **Team Working**   * Lead and contribute to the development of an effective team environment. * Contribute to a process of continuous process improvement within the Library Service particularly in the area of technology and information management. * Maintain and update files and develop and maintain an appropriate manual and electronic filing and tracking systems on an on-going basis provide cover for other Library staff members as required. * Must be able to work in a busy and dynamic environment.   **Other**   * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**   1. Have a Quality and Qualifications Ireland Level 8 (or higher) major academic award in Library and Information Studies (or equivalent qualification)[[1]](#footnote-2)   And   1. The requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience of working with databases and online information resources. * Experience in the design and delivery of training * Experience of working within a library setting, as relevant to the role |
| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role * Flexibility in relation to working hours to fulfil the requirements of the role. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  Demonstrates:   * Excellent ICT skills. * Experience in the creation of professional documents and presentations * Knowledge and experience of using information technology effectively * Ability to work in a customer focused environment * Ability to provide reference, literature and systematic review searching assistance in specialised subject areas. * Experience of working with databases and online information resources. * Knowledge and experience of using library management systems * Experience of cataloguing * Experience of devising and delivering services tailored to the needs of library clientele. * Experience of the design and delivery of information training in person and online. * Knowledge and understanding of videoconferencing and webcasting. * Good working knowledge of MS Office programmes: Word; Excel; PowerPoint.   **Team and Leadership Skills**  Demonstrates:   * Experience of working as part of a team with competing deadlines, and moving with ease between concurrent projects. * Ability to work with multi-disciplinary team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives. * Flexibility and willingness to adapt, positively contributing to the implementation of change. * Demonstrated capacity to achieve results through engagement with multiple stakeholders and competing demands as relevant to this role.   **Evaluating Information, Problem Solving & Decision Making**  Demonstrates:   * Effective problem-solving capacity in complex work environments. * The ability to quickly grasp and understand complex issues and the impact on service delivery. * The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate. * Ability to make sound decisions with a well-reasoned rationale and to stand by these. * A capacity to develop new proposals and put forward solutions to address problems in a timely manner.   **Planning and Organising Skills**  Demonstrates   * The ability to manage deadlines and effectively handle multiple tasks within a busy environment. * Strong planning and organising skills including awareness of resource management and the importance of value for money. * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * A logical and pragmatic approach to workload, delivering the best possible results with the resources available   **Commitment to providing a quality service**  Demonstrates   * Evidence of incorporating the needs of the service user into service delivery. * Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation. * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers. * Commitment to developing own knowledge and expertise.   **Communication and Interpersonal Skills**  Demonstrates   * Excellent communication and interpersonal skills with an ability to engage effectively with a wide range of stakeholders. * The ability to present information clearly, concisely and confidently when speaking and in writing. * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role. * Strong writing skills with the ability to produce professional documents to publication standard. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

 **Executive Librarian (Grade VI)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole-time and permanent and part-time (0.5 wte).  The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: (as of 01/08/2025)  €57,325 - €58,691 - €60,359 - €63,491 - €65,363 - €**67,695 - €70,034 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[2]](#footnote-3), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[3]](#footnote-4). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. This must be a degree or postgraduate qualification in Library and Information studies recognised by the Library Association of Ireland. Details about degrees recognised by the Library Association of Ireland can be found at the following link: <https://www.libraryassociation.ie/careers/> [↑](#footnote-ref-2)
2. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)