



Candidate Brief

Communications & Engagement Librarian

(Grade VI)

(Permanent Wholetime)

Reference: 190/2025

Recruiting Difference; Reflecting Diversity

**Infinite
Possibilities**



Technological University Dublin **Bronze Award**



HR EXCELLENCE IN RESEARCH

TU Dublin at a glance

Technological University Dublin (TU Dublin) is the second largest university in Ireland with students studying and staff working across five locations, including Bolton Street, Aungier Street, Grangegorman, Blanchardstown, and Tallaght. The University was established on 1 January 2019 following the integration of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB), and Institute of Technology Tallaght (ITT) into a single organisation.

A leader in STEM disciplines, TU Dublin supports the largest cohorts of students of business, media, culinary arts, and the creative and performing arts. We are passionate about apprenticeship education, life-long learning, and as the largest provider of part-time education, we make an important contribution to the economic life of Ireland, enabling capacity building for the future.

TU Dublin A New University for a Changing Ireland

Ireland's Higher Education landscape is changing to meet the current and future needs of society and industry, and to align with national priorities as identified in, for instance, Project Ireland 2040, and the Climate Action Plan. TU Dublin's position as Ireland's first Technological University have created an opportunity to deliver a co-created, practice-led national impact underpinned by research excellence across both the Irish Universities (IUA) and Technological Universities landscapes.

At TU Dublin, our distinguished researchers and innovators are pioneers in science and technology discovery, play active roles in informing policy and standards; and contribute to the creative life of Ireland. Our award-winning technology transfer and business incubation activity has so far delivered over 400 new sustainable businesses with an economic value of almost €700 million.

With an international outlook, we welcome students and staff from around the world, while our strong international partnerships provide opportunities for student and staff exchange programmes, major cross-collaboration research projects, and employment opportunities.

We are immensely proud of our network of 100,000+ TU Dublin graduates who are making their careers here in Ireland and in 70 countries worldwide, and of our staff who support all our students to make their mark on the world.

TU Dublin's vision for our people is that we are a place where people love to work and learn, and to be an exemplar of equality, diversity and inclusion. The university has agreed a long-term strategy 'Strategic Intent 2030' to help us achieve our goals.

Find out more about TU Dublin and what each of our five locations can offer at <https://www.tudublin.ie/explore/our-campuses/>

Library Services

The strategic vision of the TU Dublin Library Services is to foster a heartfelt love of learning and will be at the centre of academic and community life in the University. Library Services will be the gateway to the global knowledge base for students, staff, and researchers. Library Services will support, partner, and play a key role in the learning, teaching, research, and engagement activity of TU Dublin. Through Space, People, and Resources, we will deliver services that are innovative, supportive, trusted, open, unique, diverse, equitable, accessible to all, creative, and evolving in order to align with the mission and goals of the University, our stakeholders, and our wider community.

Library Services will deliver its vision through state-of-the-art facilities, its expertise, and its partnerships, both internal and external, university, community, industrial, commercial, and societal. We aim to support the learning, teaching, research, and engagement activities of the University by the provision of excellent resources, facilities, and services for all our stakeholders in a timely and proactive manner. TU Dublin is a dynamic organisation, serving the needs of a wide range of people. Our Library Services reflect this by serving the learning needs of our diverse student base, the support needs of staff and researchers, and the social needs of the wider communities in which we're located.

TU Dublin Library Services will be at the heart of the TU Dublin community, providing excellence in student-centred services that enrich and support learning. Our services will enable the development of skills that can contribute to lifelong learning while supporting researchers in the development of new scholarship. Library Services will be the link between knowledge creation, knowledge preservation, and knowledge transfer within the university and between universities and research centres nationally and internationally.

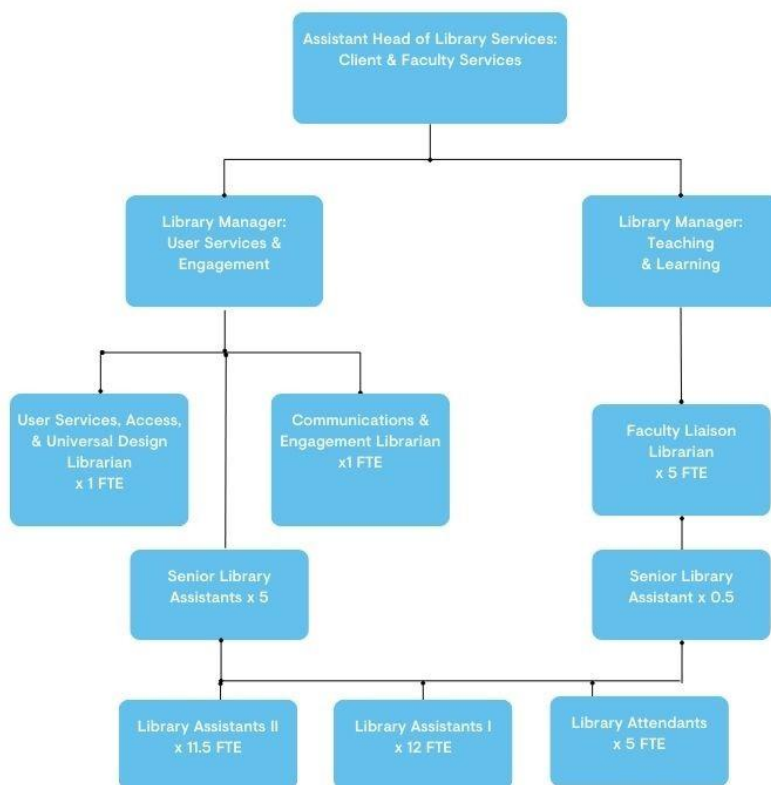
Our services will be both proactive and responsive to ensure that the diverse needs of all stakeholders are met. Our people are central to developing our services. We are committed to staff development to ensure that the professional skills, qualifications, and knowledge of library staff provide a foundation for excellence, innovation, and growth. Through creative and innovative use of space and technology, and by harnessing the enthusiasm, energy, and experience of our people, we will deliver a library service that enhances and broadens the experience of all stakeholders.

TU Dublin Library Services will be a fully digitally enabled service, embedding the benefits and efficiencies offered by digital technologies and automation across all Library Services departments, and supported by a dedicated Digital Services team. We aim to build on the wide range of technologies already utilised within Library Services and become Ireland's most digitally developed library service over the next decade, using technologies to enhance all aspects of our services.

Library Services comprises five inter-related teams:

The Client & Faculty Services team is Library Services' largest team. It provides services to library users in each of TU Dublin's five libraries (Grangegorman, Aungier Street, Blanchardstown, Bolton Street, and Tallaght), offering excellent customer service and a digitally enhanced user experience.

CLIENT & FACULTY SERVICES



The Digital Services team provides a unitary, professional, seamless digital library infrastructure and service to all TU Dublin users.

The Collections team is responsible for the procurement, purchase, management and development of the library collections, both physical and digital, and making library materials in all formats available to library users.

The Research Services team plays a key role in enabling TU Dublin's researchers to communicate their findings effectively by providing research and scholarly communications support and services.

The Planning and Administration team enables all other areas of Library Services to carry out their functions by leading, developing, and supporting the wider Library Services team in areas of policy and procedure.

TU Dublin has five libraries across its three campuses. An interim library located at the Grangegorman campus will migrate in 2025 to the Academic Hub - a library complex designed by award-winning architects O'Donnell + Tuomey. It comprises a new, modern building which wraps to the North and the South of the North House - a historical building dating from the 19th century - to create a stunning new Library facility. Some 19,000m² of new learning space will be delivered with the building featuring a roof garden with spectacular views of the city.

Job Description

Reporting to the Library Manager: User Services & Engagement, the Communications & Engagement Librarian is a key, professional, supervisory role, and the post-holder would be expected to assist in the planning for future needs and developments within the Library Service.

The Librarian will assist in the delivery of Library and information services in support of the learning, teaching, and research requirements of the University and in the day-to-day administration and operation of the Client & Faculty Services team.

The Librarian will be required to deputise for the Assistant Head of Library Services: Client & Faculty Services and the Library Manager: User Services & Engagement from time to time. They will identify and, where appropriate, be responsible for the training needs of staff.

The Librarian may be required to work evenings and Saturdays during term time.

Overarching responsibilities

The tasks and duties associated with the posts include:

General Responsibilities:

- To coordinate and supervise the day-to-day activities of the team to which the staff member is assigned.
- To identify, and where appropriate, be responsible for, the training needs of staff.
- To have an active role in project planning and implementation.
- To participate in all internal and external committees or groups to which the appointee is assigned.
- To prepare and assist in the preparation of such reports as are required from time to time.
- To work collaboratively and in partnership with colleagues in Library Services and other TU Dublin services.
- To incorporate User Experience (UX) methodologies and strategies into the activities of the team.
- To engage in active horizon scanning, monitor trends and evaluate their potential impact in enhancing the activities of the team, while maintaining an awareness and understanding of sector-wide developments in library science.
- To engage in continuous professional development and proactively engage in training and development relevant to the role and promote work through various professional development opportunities.
- To undertake any other duties that may be assigned.
- To deputise for the Assistant Head of Library Services: Client and Faculty Services and/or the Library Manager: User Services & Engagement, as required.

Specific Responsibilities:

- Supervise the Communications & Engagement team.
- Develop and deliver the Library Communications strategy in collaboration with the Library Manager: User Services & Engagement, ensuring it aligns with University branding, marketing, and communication guidelines.
- Manage the creation and dissemination of all communications and marketing content across communication channels in print, digital, and social media platforms.
- Ensure compliance with the Official Languages Act across all communications in collaboration with Oifig na Gaeilge.
- Promote collections and library resources in partnership with other Library teams.
- Partner with the Faculty Liaison Librarians and the Learning & Teaching team in the promotion of information and digital literacy projects.
- Partner with the User Services team in the promotion of user services.
- Compile and create content and design of Library reports in partnership with other Library teams.
- Develop website content and video/tutorial content in partnership with other Library teams.
- Supervise event management for online and on-campus seminars, workshops, and events.
- Develop and produce exhibitions in online and physical formats in partnership with other Library teams.
- Develop and supervise community engagement projects with internal and external community stakeholders. Supporting the development and delivery of user engagement and outreach activities to promote the library's expert services, including collaborating with the Faculty Liaison Librarians in coordinating and managing orientations, pop-ups, and workshops.

Person Specification

TU Dublin is committed to being fully inclusive, which actively recruits, supports and retains staff from all sectors of society. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the community they represent. We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of race, sex, ethnicity, religion, nationality, sexual orientation, age, disability, gender identity, marital status/civil partnership, pregnancy and maternity, as well as being open to flexible working practices. During the recruitment and selection process, candidates will be expected to demonstrate an appropriate mix of knowledge, experience and skills described below. For shortlisting purposes, candidates will be expected to demonstrate the degree to which they meet both the essential and desirable criteria set out below.

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities required for the role as outlined below and must satisfy all of the essential criteria:

Essential

- At least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent, or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being comparable to Leaving Certificate standard or equivalent or higher, or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Have at least two years in a Grade III post, or equivalent, or higher.
- Have successfully completed their probation period or have successfully completed a probation period at a lower eligible grade.

Candidates will be shortlisted based on their demonstration of meeting every essential criterion so are asked to clearly outline how their experience and qualifications meet the criteria.

Desirable

- An information and library studies professional qualification recognised by the Library Association of Ireland or approved equivalent qualification:
<http://www.libraryassociation.ie/careers/>
- A demonstrated commitment to continuing professional development.
- Membership of the Library Association of Ireland or of an equivalent professional body.
- Experience of staff supervision.
- Minimum two years' experience of working in a library.
- Experience in communications and engagement.

Candidates may be shortlisted on the basis of none, one or more of these desirable criteria and are asked to clearly outline how their experience and qualifications meet the criteria.

Personal attributes required for the role:

- Excellent communication, inter-personal and team working skills.
- Excellent presentation skills and a keen interest in working with library users in a learning environment.
- Flexible, collaborative and co-operative attitude.
- Evidence of commitment to relevant professional development.
- High levels of energy, commitment and enthusiasm.
- Excellent organisation and administrative skills and the ability to prioritise work.
- Strong analytical and decision-making capability.
- A strong sense of alignment with the University's vision and values.
- Commitment to respect and dignity for all including a commitment to the University's inclusion, diversity and equality agenda, together with the ability to work positively with staff and students from a diverse range of backgrounds.

Key Competencies

- **Initiative & Openness to Change**
Is willing to take on and learn new tasks, processes and information systems. Identifies and makes suggestions for improvements. Has the ability to adapt rules and procedures in an innovative and constructive way where appropriate. Anticipates problems and takes action to prevent or rectify them. Takes steps to learn and to develop own skills.
- **Communication**
Ability to communicate in a clear, accurate and concise manner, both verbally and in the written form. Ability to absorb and understand information.
- **Teamwork**
Makes a positive contribution towards achieving group goals. Is helpful and co-operates with colleagues and managers. Builds positive relations with others based on trust and respect.
- **Customer Service (Internal & External)**
Conveys a positive image of the organisation. Demonstrates empathy, understanding and tact to customers when required.
- **Conscientiousness & Reliability**
Can be relied upon to undertake a task and do it properly and thoroughly, even when unsupervised. Takes responsibility for work, and sees even difficult or tedious tasks through to completion. Alerts others to problems and is willing to admit to mistakes. Is self motivated and keen to do a good job.
- **Accuracy/Attention to Detail**
Takes a careful approach to their work. Is accurate when working with written and/or numerical information. Understands Policies, Procedures and Regulations and how to apply them.

- **Planning & Organisation**

Understands the importance of deadlines and plans ahead in order to meet them. Can distinguish between important/unimportant tasks. Prioritises and set goals accordingly. Understands the impact on others in the team and organisation if deadlines are missed.

Eligibility to compete

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having an appropriate work permit for the nature and duration of the position.

Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with the Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

Tenure:	This post is offered on a permanent wholetime basis.
Location:	The post will be based at one of the TU Dublin Campuses, i.e., Aungier Street, Bolton Street, Grangegorman, Blanchardstown, or Tallaght. Regular attendance at other sites will be required.
Salary:	The successful candidate will be appointed at point (01) of the Senior Staff Officer (grade VI) Salary Scale i.e., €56,756 gross per annum (new entrants). Under normal circumstances, new entrants to the Public Sector will commence on point 1 of the salary scale. Remuneration may be adjusted from time to time in line with Government pay policy. Incremental credit may apply in line with university policy.
Hours of work:	A 35-hour working week is in operation. This can be reviewed by collective agreement with the Minister for Further and Higher Education, Research, Innovation and Science. Having regard to the nature of the work, attendance outside these hours may be required from time to time.
Probation:	The terms of the University's Staff Induction policy and Probation procedure may apply.
Annual leave:	Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 27 days per annum this is inclusive of the University closure days.
Retirement:	This is a pensionable post.
Sick Leave:	The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Further and Higher Education, Research, Innovation and Science.

Benefits available to staff working in TU Dublin

TU Dublin recognise the importance of our people, and we are actively involved in attracting, recruiting, developing, and retaining a talented workforce to meet our ambitions as a university. We offer a wide range of development opportunities for staff to pursue their professional interests through mentoring, study, secondments, and more.

Our aim is to be inclusive in all aspects of the work of the University and to create a welcoming atmosphere in which to work and study. We are committed to demonstrating this through our equality, diversity, and inclusion policies together with promoting the Athena Swan agenda. TU Dublin has a range of benefits available to employees, these include, but are not limited, to:

Tax Saver and Cycle to Work Schemes	Study and Exam Leave
Blended Working Policy in operation	Irish Language Classes
Extensive Library facilities throughout the university	Opportunities to attend conferences
Enrolment to Public Sector Pension scheme	Networking opportunities throughout the university
Health and Wellbeing programmes	Mentoring programmes
Fee support for further education, with a Fee waiver for TU Dublin programmes	Optometry Centre – free eye tests and discounted glasses
Erasmus staff programme	Sports facilities with discounted gym membership
Staff Development short-courses and seminars e.g., Women Leaders in Education, Project Management, Leadership Development Programme, Aurora Leadership Development for Women	Facilitation of direct deductions from salary for Hospital Saturday Fund health plan/ Income Continuance Plan/Health Insurance Plan/Cornmarket financial advice plan

Application Process

Applications will be accepted through the online application service at www.tudublin.ie/vacancies. A CV will be required in addition to the application form. All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- a competitive final interview

Closing Date

The closing date for applications is **5:00pm (Irish Time) on Friday, 22nd August 2025**. **Late applications will not be accepted.**

It is anticipated that interviews for this post will take place in week beginning **Monday, 22nd September 2025**. The interview assessment will be **55** minutes in length and will include a presentation of **10** minutes duration. The topic of this presentation will be as follows:

“The Future of Communications and Engagement in TU Dublin Library Services”

Contact information

For further information about this post, please contact: Assistant Head of Library Services: Client & Faculty Services Sarah-Anne Kennedy sarahanne.kennedy@tudublin.ie

For queries regarding the application process, please contact Fiona Lee at (01) 2205424 between 9:30am and 5:00pm, Monday to Friday or email fiona.lee@TUDublin.ie

Appeals

Details in relation to the University's Recruitment, Selection & Appointment Policy, including details in relation to the Appeals Procedure, can be found at the following link:

<https://www.tudublin.ie/media/website/for-staff/human-resources/Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf>

Further information for Candidates

- Canvassing will automatically disqualify.
- Late applications will not be accepted. You will not be able to apply on the online system once the deadline is passed. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing date and time.
- You may only submit one application per competition. Should you have any issues with your submission, please contact talentsupport@tudublin.ie
- TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information provided clearly and fully describes how you satisfy the essential, desirable, and any of the other role requirements set out in the Person Specification. It is important to ensure that your application clearly demonstrates that you hold the qualifications, knowledge and experience required for the role. The successful candidate will be required to submit parchments of Degrees, Diplomas, Certificates and other professional qualifications if these are not already on file with Human Resources.
- TU Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

“Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University’s mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts”

[Recruitment, Selection and Appointment Policy](#)