



Candidate Brief

**Digital Library Developer - Digital Services**  
**(Grade VI)**  
(Permanent Wholetime)

Reference: 6a/LIB/OD

*Recruiting Difference; Reflecting Diversity*

**Infinite  
Possibilities**



Technological University Dublin **Bronze Award**

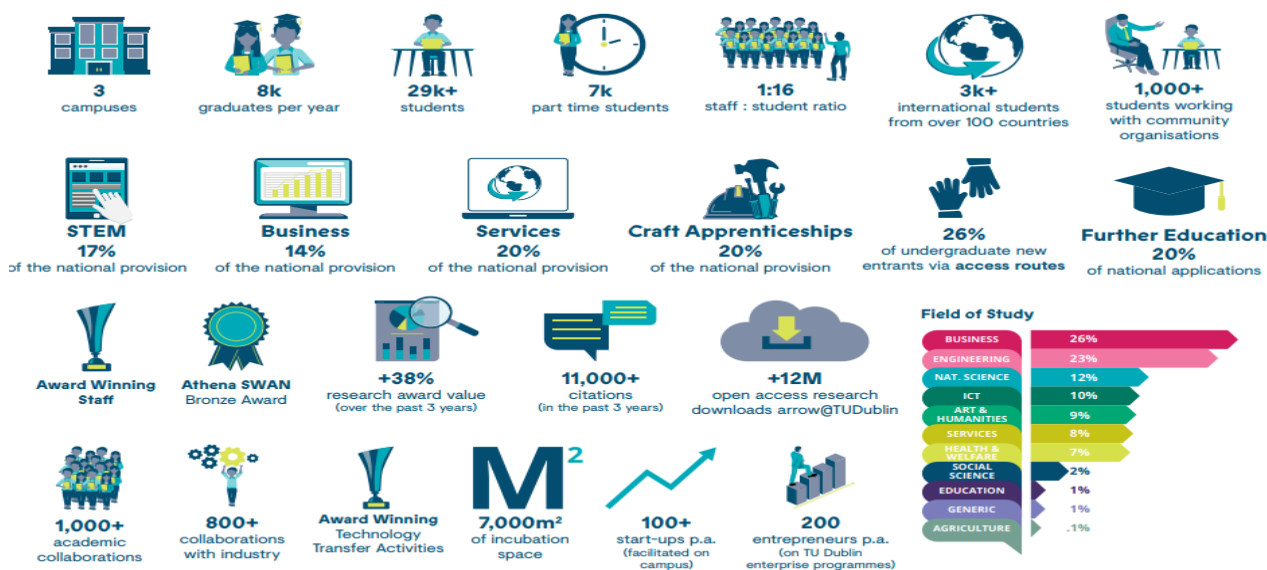


HR EXCELLENCE IN RESEARCH

## TU Dublin at a glance

Technological University Dublin (TU Dublin) is the second largest university in Ireland with over 29,000 students and over 3,000 staff working across five locations, including three large campuses in Grangegorman, Blanchardstown and Tallaght. The University was established on 1<sup>st</sup> 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 also supports the largest cohorts of students of business, media, culinary arts, and the creative and performing arts. We are passionate about 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. Here are just a few of our statistics:



## TU Dublin – A New University for A Changing Ireland

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.

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

## Benefits available to staff working in TU Dublin

TU Dublin recognises 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 |

## TU Dublin's people-focused strategy

At the heart of TU Dublin's overarching strategy lies an aspiration to become a workplace where individuals thrive in their professional and educational pursuits and love the experience of working and learning within our vibrant community. 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' and over the next five years we will deliver our People Plan '28 to move us towards our 2030 vision.

## 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.

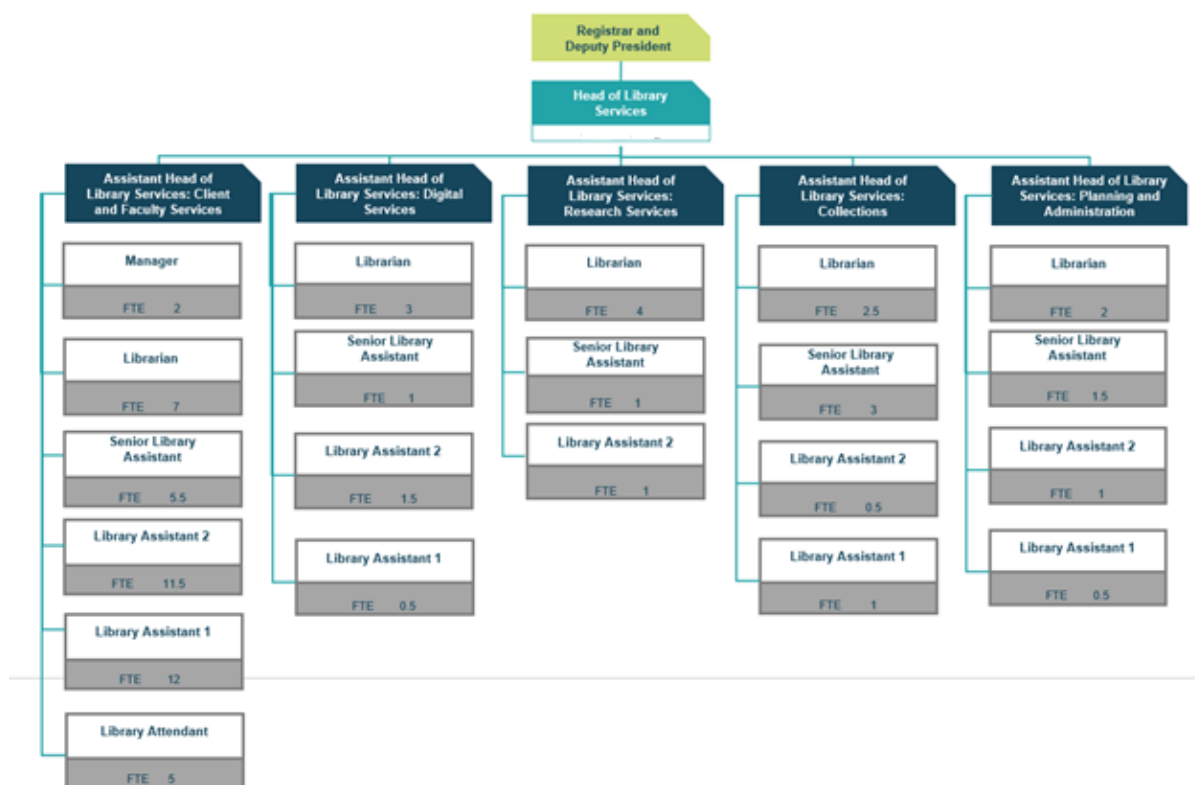
Library Services will deliver its vision through state-of-the-art facilities, its expertise, and its partnerships both internal and external; university, community, industrial, commercial, and societal. We aim to support the learning, teaching, research and engagement activity of the University by the 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:

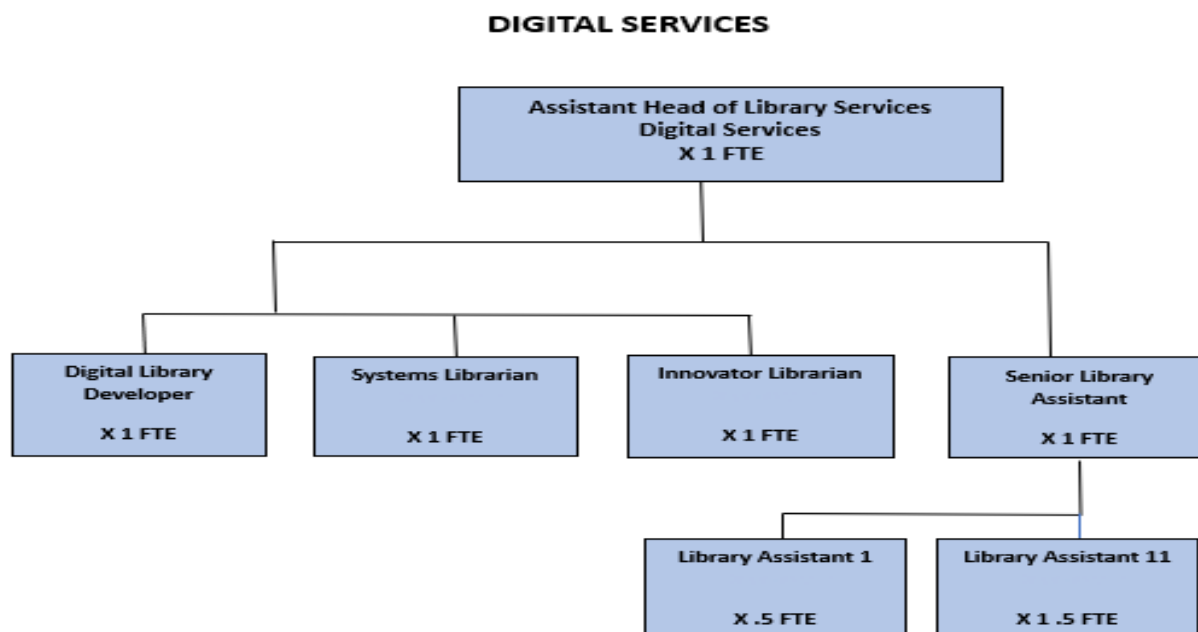


TU Dublin has five libraries across its three campuses. An interim library located at the Grangegorman campus will migrate in 2024 to the Academic Hub - a library complex designed by award-winning architects O'Donnell + Tuomey. It comprises a new, modern building which wraps to the North and the South of the North House - an historical building dating from the 19th century - to create a stunning new Library facility. Some 19,000m<sup>2</sup> of new learning space will be delivered with the building featuring a roof garden with spectacular views of the city.

## Digital Services

The Digital Services team is a new team whose remit is to provide a unitary, professional, seamless digital library infrastructure and service to all TU Dublin users. It will enable TU Dublin to deliver on its Strategic Intent, contribute to the creation of the Digital Campus, and be a world leader in research and flexible, online provision.

The Digital Services function underpins all of the systems and deliverables of the wider library service. It will maintain and develop the suite of information management systems in the Library's digital infrastructure, i.e. digital library services, electronic and digital-born resources and discoverability of same, the library website, appointment booking systems, reading list software, augmented and virtual reality applications, and other plug-ins and APIs etc. This team will actively horizon scan, monitor technology trends and evaluate their potential impact in enhancing library systems and online service provision. Using new and emerging technologies, this innovative team will develop technologies such as mobile apps, augmented/virtual reality teaching and tours, chatbots, roving bots and assistive technologies. The team will develop digital and learning technologies to support the Teaching and Learning Librarians in the Client & Faculty Services team. Digital Services will also be tasked with ensuring equity of access and universal design principles in systems and resources.



## Job Description

Reporting to the Assistant Head of Library Services: Digital Services, the Digital Library Developer 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 Digital Library Developer 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 Digital Services team.

The Digital Library Developer may be required to work evenings or Saturdays during term-time.

The Digital Library Developer will be required to deputise for the Assistant Head of Library Services: Digital Services from time to time. They will identify, and where appropriate, be responsible for the training needs of staff.

This role would appeal to candidates with a professional Computer Science perspective of database structures and development methodologies as well as a capacity for coding and the linking of diverse systems if required.

## Key responsibilities

### 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 and computer 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: Digital Services, as required.

### Specific Responsibilities

- Develop the open-source aspects of the Library Management System.
- Develop and maintain knowledge and understanding of front-end development and website management as they relate to the development and management of the digital library web presence.
- Develop the integration of diverse digital systems
- Develop and maintain knowledge and understanding of software development, including programming and scripting languages, systems architecture and server administration.
- Develop and maintain knowledge and understanding of digital library tools and technologies.
- Act as a source of technical expertise in the library contributing to development work and adapting and developing software to support all aspects of the Digital Library.
- Monitor developments in various tools which could be applicable to the Digital Library.
- As part of the Digital Services Team, contribute to the development of roadmaps and strategic planning to ensure that future enhancements to the Digital Library are in line with service and user requirements.
- Ensure that the Digital Library infrastructure is technically robust and able to meet minimum service levels.
- Contribute to the development of the library management system as appropriate.

- With the support of colleagues in the Digital Services team, use own initiative to produce creative solutions to infrastructure and workflow requirements.
- Liaise with specialists across Library Services and TU Dublin in general to ensure that knowledge, skills and input required for the successful delivery of digital library services is coordinated effectively.
- Contribute technical knowledge to plan future Digital Library developments.
- Ensure that all services comply with accessibility and usability guidelines.

## Person Specification

**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

- An information and library studies professional qualification recognised by the Library Association of Ireland or approved equivalent qualification:  
<http://www.libraryassociation.ie/careers/>  
*or*
- A computer science degree.

*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

- A postgraduate qualification at minimum level 9.
- A demonstrated knowledge of database structures
- A demonstrated commitment to continuing professional development.
- Good working knowledge and practical understanding of web development languages such as HTML, HTML5, SQL, JSON, XML, Javascript and CSS.
- Knowledge of open source software.
- Minimum two years' experience of working in a library.
- Experience of staff supervision.
- Experience in software development, ideally in several programming languages.
- Experience of developing web-based applications, use of APIs and SQL.
- Experience of digital library projects.

*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.
- Strong customer service ethos
- Ability to work within a team environment and contribute to a strong team ethos and culture

## **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:

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tenure:</b>        | This post is offered on a permanent wholetime basis.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Location:</b>      | The post will be based at one of the TU Dublin Campuses i.e. Grangegorman (Parkhouse), Blanchardstown or Tallaght. The university may consider flexible working arrangements.                                                                                                                                                                                                                                       |
| <b>Salary:</b>        | The successful candidate will be appointed at point (01) of the Senior Staff Officer Salary Scale. The salary for this post is €55,092 gross per annum. 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. |
| <b>Hours of work:</b> | 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.                                                                                                                              |
| <b>Probation:</b>     | The terms of the University's Staff Induction policy and Probation procedure may apply.                                                                                                                                                                                                                                                                                                                             |
| <b>Annual leave:</b>  | 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.                                                                                                                                                             |
| <b>Retirement:</b>    | This is a pensionable post.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Sick Leave:</b>    | 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.                                                                                                                                                                                        |

## Application Process

Applications will be accepted through the online application service at [www.tudublin.ie/vacancies](http://www.tudublin.ie/vacancies). A CV and cover letter 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
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview (Competency Based)
- work sample/role play/media exercise and/or any other tests or exercises deemed appropriate

The University is committed to equality of opportunity and welcomes applications from all. However, our employment monitoring data tells us that individuals from Black, Asian and Minority Ethnic (BAME) communities, people with a disability and those who identify as LGBT+ are currently under-represented at the University. As such, we particularly welcome applications from these individuals.

## Closing Date

The closing date for applications is **5.00 pm (Irish Time) on Monday, 9<sup>th</sup> September 2024. Late applications will not be accepted.**

It is anticipated that interviews for this post will take place in week beginning **14<sup>th</sup> October 2024**. The interview assessment will be **50** minutes in length and will include a presentation of **10** minutes duration. The topic of this presentation will be as follows:

**“What is the role of a Digital Library Developer in enhancing Digital service provision in a Technological University Library”**

## Contact information

For further information about this post please contact: Dr Brendan Devlin at 01 2205985 or email [brendan.devlin@tudublin.ie](mailto:brendan.devlin@tudublin.ie)

For queries regarding the application process, please contact Fiona Lee at (01) 2205424 between 9.30 and 5pm, Monday to Friday or email [fiona.lee@tudublin.ie](mailto:fiona.lee@tudublin.ie)

## Appeals

If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the Recruitment Manager (referred to as HR Management throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the Appeal Form to HR Management. The completed Appeal Form must be submitted no later than 5 working days of the date upon which written notification to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent. Further 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 [recruitment@tudublin.ie](mailto:recruitment@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](#)