



Candidate Brief

**Scholarly Communications Librarian:
Research Services
(Grade VI)
(Permanent Wholetime)**

Ref: 193'2026

Recruiting Difference; Reflecting Diversity

**Infinite
Possibilities**

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 is at the centre of academic and community life in the University. Library Services is the gateway to

the global knowledge base for students, staff, and researchers. Library Services supports, partners, and plays a key role in the learning, teaching, research, and engagement activity of TU Dublin. Through Space, People, and Resources we 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 delivers its vision through state-of-the-art facilities, its expertise, and its partnerships both internal and external; university, community, industrial, commercial, and societal. We 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 is at the heart of the TU Dublin community, providing excellence in student-centred services that enrich and support learning. Our services enable the development of skills that can contribute to lifelong learning while supporting researchers in the development of new scholarship. Library Services is the link between knowledge creation, knowledge preservation, and knowledge transfer within the university and between universities and research centres nationally and internationally.

Our services are 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 enhances and broadens the experience of all stakeholders.

TU Dublin Library Services is a fully digitally enabled service, embedding the benefits and efficiencies offered by digital technologies and automation across all Library Services departments, and is supported by a dedicated Digital Services team. We continue to build on the wide range of technologies already utilised within Library Services and to 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.

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, including 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. The new facility provides some 19,000m² of new learning space, exhibition space and roof terrace with spectacular views of the city.

Research Services

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.

This team enables the implementation of the University's strategy to achieve an Open Science environment and oversees the maintenance of Arrow, TU Dublin's institutional repository, which showcases TU Dublin's research to the world.



Research Services supports in profiling the University's scholarly research output and in providing bibliometric analysis services for the University, research centres and individual researchers. The team offers research data management services to TU Dublin's researchers including advice on data management planning and data sharing. The team supports literature searching and reviews as well as systematic literature reviews.

Library Services works closely with the University's Research & Innovation team via the Open Research Support Unit, providing shared services and a holistic service supporting the transition to an open research environment.

Job Description

Reporting to the Assistant Head of Library Services: Research Services, the Scholarly Communications 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 Scholarly Communications 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 Research Services team.

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

The post holder may be required to routinely work evenings and Saturdays during term- time.

Overarching 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 assist in the planning for future needs and developments
- 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: Research Services, as required

Specific responsibilities

- To provide advice, consultation, support and training to TU Dublin researchers, staff and students on scholarly communications issues including authors' rights and licencing, funder open access publishing requirements.
- To provide support for researchers on open access publishing and support the dissemination of research outputs through open research practices in line with university policy on open access.
- To promote Library open access publishing agreements, managing the approvals process and providing advice to authors.
- To support and maintain the daily operation of the TU Dublin Repository.
- To supervise the repository workloads across repository support staff, to ensure efficient workflows and effective communications with authors.

- To promote and develop the repository to ensure it continues to meet the needs of the research community in TU Dublin. Including working with other departments within the university to ensure this.
- To develop and deliver an active programme of education, training, and support in scholarly publishing and communication and publication strategies.
- To work closely with other Research Services team members, the wider Library Services team, and Research & Innovation to ensure a cohesive approach.
- To collaborate with faculty librarians to facilitate understanding and support of the University's open scholarship needs and to facilitate sustainable scholarly production.
- To maintain awareness of relevant legal developments and issues related to scholarly publishing.
- To provide copyright advice to library users and update and maintain guidance on copyright for researchers, educators and students.
- To maintain a working knowledge and familiarity with the Current Researchers Information System (CRIS).

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

1. An information and library studies professional qualification recognised by the Library Association of Ireland or approved equivalent qualification:
<http://www.libraryassociation.ie/careers/>
2. Have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector; **(Essential)**
3. Have successfully completed their probation period or have successfully completed a probation period at a lower eligible grade. **(Essential)**

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

1. A postgraduate qualification at minimum level 9
2. Membership of the Library Association of Ireland or of an equivalent professional body
3. Two years' experience of working in an academic library
4. A demonstrated commitment to continuing professional development

5. Experience of staff supervision
6. Providing support to researchers
7. Knowledge of open access publishing and the wider open research environment
8. Knowledge of Institutional Repositories
9. An interest in or knowledge of the Irish research environment and the publishing lifecycle
10. Experience of supporting open research.

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.

Other requirements for the role

Personal attributes required for the role

- Excellent planning and organisation skills.
- Excellent communication skills, both oral and written.
- Excellent IT skills, including word processing, spreadsheets, internet and email.
- A high level of interpersonal skills and the ability to relate in a team environment, to colleagues at all levels, members of the public and students.
- Ability to prioritise work and achieve deadlines.
- An aptitude for problem-solving, multi-tasking and ability to demonstrate a genuine commitment to providing higher standards in customer service.
- Accuracy and attention to detail.
- Strong numeric skills.
- Conscientious and reliable with the ability to work on your own initiative.
- Ability to work as part of a team.
- Customer service focused.

Eligibility to compete

This competition is open to eligible staff across the University

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:	The posts will be offered on a permanent whole-time basis.
Location:	The post will be based at Grangegorman. Regular attendance at other of the TU Dublin Campuses, i.e. Aungier Street, Bolton Street, Grangegorman, Blanchardstown or Tallaght 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. €58,476 gross per annum unless the arrangements set out in Circular Letter 08/2019 apply CL-08-2019-PMSS-Staff-including-Research-Staff.pdf
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 25 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 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
--	--

Application Process

Applications will be accepted through the online application service at [Current Vacancies | TU Dublin](#). 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 19 June 2026**. **Late applications will not be accepted.**

It is anticipated that interviews for this post will take place in week beginning **20 July 2026**. The interview assessment will be 60 minutes in length and include a presentation. The topic will be:

The pros and cons of national read-and-publish agreements

Contact information

For further information about this post please contact Róisín Guilfoyle (01 2206342) between 9.30am and 4:00pm, Monday to Friday by or email at roisin.guilfoyle@tudublin.ie

For queries regarding the application process, please contact Helen Shine (01 2205233) between 9:30am and 5:00pm, Monday to Friday or email helen.shine@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.
- A conditional offer of employment may be made to the successful candidate(s) **subject to** submission and verification required evidence of qualifications, professional experience, references, pre-employment medical, Garda Vetting (as appropriate). Where a qualification

and/or professional experience is an essential criterion, candidates will be required to provide original academic transcripts, parchments and original statements from previous employers. 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

- 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. We support equality of opportunity, diversity and inclusion and encourage applications from those within underrepresented groups. 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

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

[Recruitment, Selection and Appointment Policy](#)