

Applications are invited from suitably qualified candidates for the following position

Deputy University Librarian
Professional 8
DCU Library
Permanent

Dublin City University

Dublin City University is a leading innovative European University with a mission to ‘transform lives and societies. DCU ranks as one of the world’s Top 350 Universities, *Times Higher Education*, and is proud to be Ireland’s No. 1 Young University. The University is known for the ‘transformative student experience’ it offers and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

DCU Library

DCU Library is the heart of the university. It is an active driver of knowledge creation and discovery, learning, scholarly discourse, innovation, and connections. Its mission is to empower DCU’s research, teaching and learning ambitions through the development of innovative services, diverse spaces, and the provision of deep, rich, and relevant collections.

The Library delivers its various services through four functional departments, namely Collections & Digital Services, Research & Teaching, Public Services & Outreach and Archives & Special Collections. The Library is based on three campus locations (O’Reilly Glasnevin, Cregan Library St Patrick’s, Woodlock Hall, All Hallows campus) and employs approximately 75 members of staff, representing approximately 64 FTE.

DCU Library Strategy 2024-2028 - A component plan of the ‘DCU Strategy 2023-2028 -Transformation for an Unscripted Future’ is available [here](#).

Role Profile

The University is seeking an ambitious and experienced Deputy Librarian who will coordinate the delivery and development of services and operations; manage library-wide change and lead the implementation of the DCU Library strategy.

The Deputy Librarian has overall responsibility for the planning and administrative aspects of the Library, working closely with the University Librarian and Associates. The postholder is responsible for coordinating operational planning, projects and other initiatives across library departments, implementing library strategy, aligning staff deployment with priorities, ensuring consistent service quality and representing the library internally and externally.

The role holder oversees cross-library management processes, namely human resources, financial, quality and assessment, management information, communications, governance and compliance. Leading change and staff development at an organisational level are key elements of the role.

The role holder works closely with the University Librarian and shares strategic oversight of all the activities of the library with the members of the Library Leadership Team.

The Deputy Librarian joins at an exciting time, as DCU Library implements its strategic plan focusing on the development of engaging and impactful library spaces supporting new methods of research, teaching and learning, in addition to developing a comprehensive range of services for Open Research and Science. DCU Library prides itself on its local and community engagement activities and in 2024 was highly commended in the awards for its Leaving certificate support scheme.

The Deputy will line manage the Planning & Administration Unit (1.5 FTE) which is currently part of the Librarians office.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

Planning and Operations

- Implement library strategy and monitor, review and report on strategic priorities
- Coordinate annual planning, projects and other initiatives with the Associate Librarians
- Manage large-scale library-wide projects and complex change programmes

Leadership and Staff Development

- Direct the Library's human resources function, ensuring effective staff deployment, teamwork, recruitment and induction
- Liaise with DCU People on library staffing
- Lead and enhance the Library's staff development programme, to ensure a highly skilled workforce in the digital age, while giving emphasis to individual and team growth
- Foster a 'whole of Library' team culture that crosses service boundaries based on a shared vision.
- Contribute actively to the leadership of the Library as a member of the Library Leadership Team, working collectively to deliver the DCU Library strategy.

Financial Management

- Oversee the management of all Library budgets, in collaboration with the University Librarian
- Monitor and analyse spending across Library budgets, taking action where necessary, liaising with the Finance Department as required
- Work with relevant colleagues to maximise value for money in the procurement and deployment of resources
- Work with the University Librarian on budgetary submissions and other funding applications

Quality and Assessment

- Lead quality, assessment and performance measurement activities at a whole Library level
- Nurture a culture of assessment, evidence-based decision-making and continuous improvement
- Lead the Library quality reviews, monitoring quality improvement plans and liaise with Quality Unit
- Ensure that appropriate data and statistics are collected and analysed across the library to inform planning and other library and university activities

Communications

- Oversee library communications, sets practices to ensure highly effective communications within the Library and the University.
- Coordinate and progress a review of the DCU Library website
- Lead on internal communications to Library staff.

Governance and Compliance

- Manage and coordinate the Library's adherence to University governance and compliance, including risk management, legal compliance, HR, financial and procurement obligations
- Coordinate the creation and review of library policies in collaboration with the Library Leadership Team

General

- Deputise for the University Librarian as required
- Promote sustainability, equality, diversity and inclusion to create a values-based library service for all
- Represent the Library internally, regionally, nationally and internationally
- Any other duties as may be assigned from time to time by the University Librarian

Qualifications and Experience

- A primary degree and a post-graduate qualification in Librarianship or equivalent
- Five years relevant work experience at senior management level in a library of similar scale, preferably in an academic/research environment
- Practical experience of leading and managing large-scale projects
- Demonstrable experience of leading, managing and developing staff and teams, with the ability to manage across functions
- Demonstrable experience of management functions, i.e. HR, finance, quality, communications, governance and compliance
- Demonstrable experience of listening to the multiplicity of library users and delivering a user – focused response.
- Excellent communication, influencing and relationship-building skills, with highly developed stakeholder management ability at all levels
- An excellent understanding of all academic library functions, encompassing collections, spaces, systems and services as well as future directions and trends

Desirable

- Other relevant qualifications and evidence of continued professional development
- Engagement with a library leadership development programme
- Professional engagement at a national or international level
- Successful experience of fundraising or grant application

Essential Training

The postholder will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- Performance Review & Development (PRD) (People Managers only)
- AI Literacy

Other training may need to be undertaken when required.

Salary Scale:

Professional Grade 8- €97,805 - €128,914

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday 30th January 2026

Additional Information

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Remote Working Policy

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Mr John McDonough, University Librarian, Dublin City University.

Phone + 353 (0)1 7005485

Email: john.mcdonough@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. We will provide support and accommodations to ensure all candidates, including those with disabilities, can fully participate in the process.

The University's Athena Swan Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)

