



RCSI

Job Title: Associate Librarian Library Services Delivery

Location: RCSI Dublin

Reporting to: Chief Librarian

Term of office: Permanent position

Objective

The Associate Librarian Library Services Delivery is a member of the library management team and is responsible for developing and delivering strategy, policy and programming within three key areas of activity: Customer Services & Communications; Systems Support & Development; and Information Resources Management. This is a new position arising from a restructuring and offers an ambitious and energetic individual a significant opportunity to shape and evolve the role.

Specific Responsibilities include:

- Working collaboratively with the Chief Librarian (CL), Associate Librarian Education & Research Support (ALERS) and LRC Manager RCSI Bahrain to develop and deliver strategy and ensure library services and resources are aligned with, and support RCSI strategy
- Articulating the vision, scope and scale of new and revised services according to best or established practice for three key areas:
 - Customer Services & Communications: This is new position for RCSI libraries. The scope entails responsibility for front of house management including service points in library spaces and library communications.
 - Systems Support and Development: this is a changed position with the scope including library systems and technologies
 - Information Resources Management: the scope encompasses the management and development of all library collections, electronic and print.
- Administrative responsibility for the planning, delivery, monitoring, evaluation and development of library services to RCSI as described, from set-up phase to established service and beyond
- Managing & directing the work, including continuing professional development and professional development planning (PDP) evaluation of three assistant librarians
- Working with the ALERS to establish and ensure cross-team communications and working relationships at all times
- Promoting a work culture that enables individuals and teams to perform enthusiastically and consistently at high level
- Benchmarking against sector good practice and developing new ideas to ensure the library's services are delivered at consistent high standard, are responsive and reflect the changing needs of users



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- Maintain knowledge and experience of technologies and practices used to support the provision of innovative, high quality library services with a focus on direct customer services and back room activities required to support delivery
- Building and maintaining strong strategic & working relationships with stakeholders and key support departments at the appropriate level within RCSI and building strong working relationships within the library
- Performing other duties and leading projects as set out by the Chief Librarian or nominee in response to specific opportunities and needs and representing the Library at meetings and on committees as appropriate with delegated authority from the Chief Librarian
- Complying with statutory legislation and rules and requirements in furtherance of your own and general staff welfare and safety.
- Undergoing programmes of training and development relevant to the role and as may be required from time to time.
- Representing the best interests of RCSI at all times.

Person Specification:

- Post-graduate qualification in library or information science or equivalent
- Evidence of commitment to CPD; membership of LAI or equivalent highly desirable
- 5 years' minimum experience of planning & managing delivery of library services, including staff management
- Academic health sciences library background highly desirable, must have recent experience of either academic or health sciences library
- Self-motivated & self-directed, team player with strong service ethic & commitment, energetic and resilient
- Strong interpersonal, communication, leadership, project management and organisational skills

The Process:

Interview and presentation

Shortlisted candidates will be invited for a formal interview and a panel-based presentation at our main campus at RCSI Dublin.

Particulars of Post

This post is a permanent appointment at sub-librarian grade. The appointee reports to the Chief Librarian.

Informal Enquiries

Informal enquiries are invited in the first instance through Mags Browne, Human Resources Department on +353 (1) 4022528 (email: magsbrowne@rcsi.ie). Specific enquiries about the nature of the post can be addressed directly to Kate Kelly, Chief Librarian on +353 (0)1 402 2412 (email: katekelly@rcsi.ie).



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About RCSI Libraries

3.1. Scope of Service

RCSI libraries provide access to resources, facilities, research and academic services to support the teaching, learning, research and clinical activities of the College. The library service is also responsible for the preservation and exploitation of RCSI Heritage (Archives and Special Collections) and Records Management & Information Compliance.

3.2. Current Library Services & Systems

Library services are delivered onsite and online. Onsite services are strongly student-focused and aim to facilitate self-service as far as practicable combined with a strong customer service ethos. Online services are delivered via the library website, the VLE (Moodle), & internal staff portal. Library systems currently include Aleph LMS (Ex Libris), e-journal portal and resources manager (Serials Solutions/ProQuest), Digital Commons institutional repository (Bepress); archives management (CALM), and Sentry for access management & online group room booking. Our Bahrain campus uses Heritage LMS, Summon Discovery & LibGuides and maintains separate e-resources management and licensing agreements. Circulating collections in Dublin are RFID-enabled for self-service circulation/return and a current special collections cataloguing project is using RDA standards as a test for application to routine cataloguing practice.

3.3. Locations & Reporting Line

The main library is based at RCSI's city centre location besides St Stephen's Green, a hospital library is at Beaumont Hospital, Dublin and a Learning Resource Centre in RCSI Bahrain. The library service reports to the Dean of the Faculty of Medical and Health Sciences.

3.4. New Library & Academic Education Building

In 2017 the main library service with the exception of Archives, Special Collections and Records Management, will relocate to a purpose built library in a new academic education building at RCSI's city centre location. Spanning three floors with over 500 study spaces this new library is designed to support learning and teaching activities by providing varied learning spaces in a high tech environment supported by access to specialist health sciences librarians and support staff. This building is the largest redevelopment project in the city centre in recent years. As well as the library the 120,000 sq ft building will comprise a state of the art surgical and clinical training suite containing a flexible wet lab, mock operating theatre, clinical training wards, standardised patients rooms and task training rooms. It will also include a 540 seat auditorium, and a sports hall and fitness suite.

3.5. Restructuring and Expansion

RCSI libraries have experienced increased significant growth and demand for services over the last five years. In recognition of this the library service is undergoing a restructuring and expansion. This position is one of a number of new library staff positions which will come on stream in the next 18 months and will join a Dublin team comprising 20.7



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FTE plus part-time, casual staff. This is an exciting time to be joining RCSI libraries and offers a career-significant opportunity to evolve a role through innovation and best practice.

3.6. Commitment to Professional & Staff Development

We place a high value on library staff being professional active and engaged in the belief that exposure to peer and best practice informs the continued standards and development of RCSI library services at all levels. Library staff are variously members of associations such as Irish and UK Health Sciences Libraries Groups, EAHIL, MLA, UMHLG among others and we are institutional members of CONUL (Consortium of National & University Libraries) Ireland and SCOUNL (Society of College, National and University Libraries) UK.

Further information about RCSI Libraries is on the library web site at <http://www.rcsi.ie/library>