



St. Francis Hospice Dublin

JOB DESCRIPTION

Librarian

Fixed Term Contract (1 year)

10.5 hours per week (WTE 0.3)

Job Reference: 2022 - 048

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1. JOB PURPOSE

The Library provides timely access to world-class information resources to support direct patient care; evidence-based practice; research, learning and teaching; and management decision-making. The Library is a multidisciplinary health sciences library open to all staff and volunteers of St. Francis Hospice Dublin and students based in the Hospice. The duties and responsibilities of the Librarian will be multiple and varied in keeping with the broad remit of the Library.

2. ACCOUNTABILITY

The position reports to and is accountable to the Head of Education or other designated officer in all matters relating to the job.

3. KEY DIMENSIONS

Direct reporting to the Head of Education.

Key relationships that will influence the success of the role included but is not limited to:

- Head of Education,
- Education Team,
- Multidisciplinary team,
- All the employees of SFHD
- Students
- Higher Education Institutions & other relevant statutory and non-statutory organisations.

4. OPERATING ENVIRONMENT

Contractual Hours: 10.5 hours per week

Hours of work: Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: This position is based in Raheny; however, SFHD operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Director of Nursing.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale (1st October 2021) – Grade VI

Annual Leave: 30 days per annum pro rata.

Pension Scheme: SFHD will contribute 7% of the successful candidate’s basic annual salary.

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential
Qualifications	<ul style="list-style-type: none"> • Hold a professional/academic qualification in Library and Information Studies i.e. an Honours Primary Degree and a Masters or other Postgraduate Qualification in Library and Information Studies or an equivalent qualification in Librarianship, as recognised by the Library Association of Ireland.
Experience	<ul style="list-style-type: none"> • Experience in a health sciences library, professional workplace library or relevant settings. • Excellent IT skills with knowledge and experience of Library Management Systems or similar. Good working knowledge of MS Office Suite. • Experience managing electronic resources and authentication management • Understanding of copyright, licensing agreements and data protection (GDPR). • Experience of managing e-resources, acquisitions and Library Management Systems. • Experience in searching health sciences or similar bibliographic databases. • Evidence of commitment to relevant professional development

CORE COMPETENCIES

- Excellent interpersonal skills with the ability to communicate effectively and diplomatically
- Excellent active listening and communication skills (verbal & written).
- Ability to build effective relationships at all levels within the organisation and with external stakeholders.
- Proven ability to plan and organise effectively including the ability to deliver to multiple priorities whilst retaining a thorough attention to detail.
- Ability to present reports and statistical information.
- Analytical and problem-solving skills with demonstrable aptitude and perseverance in resolving complex technical issues.
- Highly competent in use of IT systems
- Initiative, resilience skills, self-motivated, and driven individual.
- Change Management.
- Flexibility, adaptability and strives to continually improve own practice.
- Professional integrity and confidentiality.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of includes but is not limited to:

Manage the day-to-day operation and strategic development of the St. Francis Hospice Library including:

- Liaise with key internal and external library users to contribute to the development and implementation of a strategic plan for library and information services.
- Identify, select and acquire resources (print & electronic) to enhance the existing collection and meet the requirements of St. Francis Hospice.
- Knowledge of cataloguing and classification standards: RDA, MARC, DDC23, Koha, Dewey Decimal System.
- Negotiate and manage licence agreement negotiations for a range of electronic resources.
- Manage an operational budget.
- Identify potential funding sources for library development, in collaboration with the Fundraising team.
- Manage, and assist in recruitment of volunteer library staff as needed.

Research & evidence support

- With the Head of Education oversee SFHD Open Athens account for research outputs.
- Assist with the delivery of the SFHD's Open Athens account by maintaining the SFHD collection on the LENUS Irish Health repository.
- Provide support for SFHD research e.g. management of reference management solutions (endnote).
- Provide targeted support on specific research projects and educational programmes (e.g. systematic literature searches, support for information/evidence gathering).
- Assist SFHD's development of collaborative partnerships for the creation and promotion of evidence-based resources in palliative and end-of-life care and bereavement.
- Develop and deliver appropriate current awareness services for SFHD staff, external members and students as required.

Support for SFHD educational programmes

- With the support of the Head of Education, develop and deliver information literacy inputs for SFHD internal courses, undergraduate and postgraduate programmes.
- Provide students, and staff as required, with training & advice on research skills and the use of electronic information resources.
- With the Heads of Education and Communication & Marketing Manager, help to promote SFHD knowledge and research internally and externally, through publicity material, demonstrations and presentations.
- Assist in management of and develop policies for SFHD web content.
- Maintain library resource pages on Moodle/ and content management system.

Liaison role of archive management

Manage and develop St. Francis Hospice's digital archive.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by the Head of Education or other designated officer.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: