

Library – Career Level 1

No role at Level 8 in this family

Role Purpose

Provides a high level of customer service and support to colleagues and others on a single service or process, or across various processes. The tasks are generally routine and supervisory support is always available.

Educational Qualifications & Experience

Typically, 1-2 years' professional library or customer services experience working in either a large organisation or a third level institution and/or a third level qualification.

Indicative Role Dimensions

Problem solving - Solves problems and responds to routine queries by following working practices and procedures or by seeking guidance where needed. Supervisory support is always available.

Decision Making - Makes routine decisions e.g. order in which to complete tasks, deciding when support/assistance is required, or when to escalate a matter to a more senior colleague.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work.

You are here

The **Library** Job Family includes roles that organise UCD's information in a way that inspires engagement and learning, facilitates its use in promoting research innovation and serves to contribute to the preservation of Irish cultural heritage.

Job Reference: LIB-1-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Building Relationships (Proficiency Level 1)
Organisational Awareness (Proficiency Level 1)
Planning & Organisation (Proficiency Level 1)
Communicating Effectively (Proficiency Level 1)
Taking Initiative (Proficiency Level 1)
Service Focus & Innovation (Proficiency Level 1)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Collection Management & Development (Proficiency Level 1)
Information Literacy & Development (Proficiency Level 2)
Information Technology Skills (Proficiency Level 1)

Library – Career Level 2

No role at Level 8 in this family

Role Purpose

Provides a high level of customer service to colleagues and others on a single service or process or across various processes. Operates with a high degree of initiative and autonomy within a confined process/service area and likely to act as an informal resource on day to day issues for less experienced colleagues.

Educational Qualifications & Experience

Typically, 2-3 years' professional library experience working in either a large organisation or a third level institution and/or a third level qualification.

Indicative Role Dimensions

Problem Solving - Helps to identify solutions using policy and procedure and supports the ongoing development of processes / systems. May provide guidance for less experienced colleagues. Supervisory support typically available.

Decision Making - Applies initiative on a day to day basis, making routine decisions within the confines of the core process or service remit they are working in.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work. May have ownership for particular customer groups.

You are here



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Job Reference: LIB-2-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Managing People (Proficiency Level 2)
Managing Change (Proficiency Level 1)
Building Relationships (Proficiency Level 2)
Organisational Awareness (Proficiency Level 2)
Planning & Organisation (Proficiency Level 2)
Communicating Effectively (Proficiency Level 2)
Taking Initiative (Proficiency Level 2)
Service Focus & Innovation (Proficiency Level 2)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Managing & Organising Knowledge & Information (Proficiency Level 1)
Collection Management & Development (Proficiency Level 2)
Information Literacy & Development (Proficiency Level 2)
Information Technology Skills (Proficiency Level 2)

Library – Career Level 3

No role at Level 8 in this family

Role Purpose

Supports others in the delivery of a full service, process or system, managing relationships with a defined group of customers.

Educational Qualifications & Experience

Typically, 3-4 years' professional library experience working in either a large organisation or a third level institution and/or **EITHER**

A recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

OR

Archivists require a postgraduate qualification in archives administration a recognised by the [Archives and Records Association](#).

Indicative Role Dimensions

Problem Solving - Operates with a high level of initiative and autonomy within a confined process, appreciating the impact elsewhere. Takes action to resolve work problems independently, referring complex problems to senior colleagues where appropriate.

Decision Making - Makes timely and considered independent and collaborative decisions within the confines of the core process or service remit they are working in. Provides specific advice and guidance to others.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. May have ownership for particular customer groups. Builds collaborative relationships with peers within the function and potentially in other units across the University.

You are here

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Job Reference: LIB-3-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

- Managing Change (Proficiency Level 1)
- Building Relationships (Proficiency Level 2)
- Organisational Awareness (Proficiency Level 2)
- Planning & Organisation (Proficiency Level 3)
- Communicating Effectively (Proficiency Level 3)
- Taking Initiative (Proficiency Level 3)
- Service Focus & Innovation (Proficiency Level 3)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

- Managing & Organising Knowledge & Information (Proficiency Level 2)
- Collection Management & Development (Proficiency Level 3)
- Information Literacy & Development (Proficiency Level 3)
- Information Technology Skills (Proficiency Level 3)
- Research & Contribution to the Profession (Proficiency Level 2)

Library – Career Level 4

No role at Level 8 in this family

You are here

Role Purpose

Leads in the delivery of a full service, processes or system, to a defined audience.

Educational Qualifications & Experience

Typically, 4-5 years' professional library experience working in either a large organisation or a third level institution and **EITHER**

A recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

OR

Archivists require a postgraduate qualification in archives administration a recognised by the [Archives and Records Association](#).

Indicative Role Dimensions

Problem Solving - Supervisory role with proven ability to use independent judgement and reasoning in developing solutions to a variety of problems of moderate scope and complexity.

Decision Making - Co-ordinates, analyses and critically evaluates information in order to reach a decision with minimal level of supervisory guidance, within the overall parameters of the role.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University.

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Job Reference: LIB-4-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Managing Change (Proficiency Level 2)
Project Management (Proficiency Level 2)
Building Relationships (Proficiency Level 2)
Organisational Awareness (Proficiency Level 3)
Planning & Organisation (Proficiency Level 3)
Communicating Effectively (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Managing & Organising Knowledge & Information (Proficiency Level 3)
Collection Management & Development (Proficiency Level 3)
Information Literacy & Development (Proficiency Level 3)
Information Technology Skills (Proficiency Level 3)
Research & Contribution to the Profession (Proficiency Level 2)

Library – Career Level 5

No role at Level
8 in this family

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The **Library** Job Family includes roles that organise UCD's information in a way that inspires engagement and learning, facilitates its use in promoting research innovation and serves to contribute to the preservation of Irish cultural heritage.

Job Reference: LIB-5-A

Role Purpose

- Individual contributor who provides subject matter expertise in a specialist field of the function.
- OR
- Leads a small team or programme in delivering a specific service or support, and accountable for the performance and results of the team.

Educational Qualifications & Experience

Typically, 5-6 years' professional experience working in a library related role in either a large organisation or a third level institution and a third level qualification and a recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

Indicative Role Dimensions

Problem Solving - Solves moderate to complex problems in their area of expertise, guided by policies and procedures. Proven ability to use independent judgement and reasoning in developing potential solutions.

Decision Making - Co-ordinates, analyses and critically evaluates information to reach a decision with little or no supervisory guidance required.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University. Will engage with senior Faculty and staff as required.

Core Competencies

Indicative Core Competencies & Proficiency Levels

- Managing People (Proficiency Level 2)
- Managing Change (Proficiency Level 2)
- Project Management (Proficiency Level 3)
- Building Relationships (Proficiency Level 3)
- Organisational Awareness (Proficiency Level 4)
- Planning & Organisation (Proficiency Level 4)
- Communicating Effectively (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

- Managing & Organising Knowledge & Information (Proficiency Level 3)
- Collection Management & Development (Proficiency Level 3)
- Information Literacy & Development (Proficiency Level 3)
- Information Technology Skills (Proficiency Level 3)
- Research & Contribution to the Profession (Proficiency Level 3)

Library – Career Level 6

No role at Level 8 in this family

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Role Purpose

- Leads and manages a team or programme delivering specific services or supports. Accountable for the performance and results of the team.

OR

- Individual contributor responsible for a complete specialist area or service delivery to a defined audience.

Educational Qualifications & Experience

Typically, 7-10 years' professional library experience working in either a large organisation or a third level institution and **EITHER**

A recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

OR

Archivists require a postgraduate qualification in archives administration a recognised by the [Archives and Records Association](#).

Indicative Role Dimensions

Problem Solving - Solves complex problems guided by policies and procedures with minimal oversight from manager. Proven ability to use independent judgement and reasoning in developing solutions.

Decision Making - Makes decisions in the context of own area of responsibility, ensuring that decisions are consistent with legislation, precedent and established policies and procedures.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Will engage directly with senior Faculty and staff as a normal part of the role.

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Job Reference: LIB-6-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

- Working Strategically (Proficiency Level 2)
- Leading People (Proficiency Level 2)
- Managing Stakeholders (Proficiency Level 2)
- Managing People (Proficiency Level 3)
- Managing Change (Proficiency Level 3)
- Project Management (Proficiency Level 4)
- Building Relationships (Proficiency Level 4)
- Organisational Awareness (Proficiency Level 4)
- Planning & Organisation (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

- Managing & Organising Knowledge & Information (Proficiency Level 4)
- Collection Management & Development (Proficiency Level 4)
- Information Literacy & Development (Proficiency Level 4)
- Information Technology Skills (Proficiency Level 4)
- Research & Contribution to the Profession (Proficiency Level 3)

Library – Career Level 7

No role at Level 8 in this family

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Role Purpose

Provides input to the development of strategy for the area. Provides leadership and direction for a smaller set of services or activities to ensure they are effectively delivered in line with the strategy. This role may also be occupied by an individual with very 'specialist' skills who is both a manager and specialist.

Educational Qualifications & Experience

Typically, 10-15 years' professional experience, including 3 years' operating at a senior level in a large organisation or third level institution and a third level qualification and a recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

Indicative Role Dimensions

Problem Solving - Solves complex problems, within their own focus area, finalising issues with cross-university impact through consultation with a more senior colleague. Provides expert knowledge and input to broader University initiatives.

Decision Making - Makes decisions in the context of own area of responsibility, ensuring alignment with overall strategy. Identifies the key issues involved to facilitate the decision-making process.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Represents the function on UCD Steering Committees and Working Groups. May represent UCD on external committees and groups or specific events, as appropriate to function.

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Job Reference: LIB-7-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Working Strategically (Proficiency Level 4)
Leading People (Proficiency Level 4)
Managing Stakeholders (Proficiency Level 4)
Managing People (Proficiency Level 4)
Managing Change (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Managing & Organising Knowledge & Information (Proficiency Level 4)
Collection Management & Development (Proficiency Level 4)
Information Literacy & Development (Proficiency Level 4)
Information Technology Skills (Proficiency Level 4)
Research & Contribution to the Profession (Proficiency Level 4)

You are here

No role at Level 8 in this family

Library – Career Level 9

Role Purpose

Develops University and functional strategy ensuring alignment with overall institutional strategy and objectives (with agreement from the University Management Team (UMT)). Accountable for long-term planning and the introduction of major initiatives within their area.

Educational Qualifications & Experience

Typically, 15 years' professional experience, including 5 years' operating at the most senior levels in either a large organisation or third level institution and a recognised post-graduate library qualification as recognised by the [Library Association of Ireland](#).

Indicative Role Dimensions

Problem Solving - Solves problems of significant complexity and identifies opportunity for improvement with university wide impact and considerations. Contributes outside own function. Operates in the realm of new issues, arising from which precedents or new policies may be established. Responsible for scanning the horizon for emerging trends or external factors which may cause challenges.

Decision Making - Makes high level strategic decisions in the context of broader university issues the solutions and recommendations are finalised through working with broader management team.

Interfaces & Interdependencies - Builds and sustains high level collaborative working relationships with peers internally. Contributes to high level initiatives by participation in Steering Committees and Working Groups within UCD. Represents UCD on external groups and contributes at a sectoral level through governmental and national bodies.

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Job Reference: LIB-9-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Working Strategically (Proficiency Level 4)
Leading People (Proficiency Level 4)
Managing Stakeholders (Proficiency Level 4)
Managing People (Proficiency Level 4)
Managing Change (Proficiency Level 4)
Communicating Effectively (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Managing & Organising Knowledge & Information (Proficiency Level 4)
Collection Management & Development (Proficiency Level 4)
Information Literacy & Development (Proficiency Level 4)
Information Technology Skills (Proficiency Level 4)
Research & Contribution to the Profession (Proficiency Level 4)

Functional Competencies in detail

Functional Competencies	Managing & Organising Knowledge & Information	<ul style="list-style-type: none"> • Knowledge of standards, practices and tools for bibliographic and archival control. • Creates accurate and standards driven metadata for enhanced and persistent access to information resources in an online environment. • Understands issues and trends in the application of best practice standards and policies for preservation and conversation in our specialist collections. • Advocates for best practice handling and storage of special collections materials and trains users and staff in these practices.
Academic & Programme Operations and Management	Collection Management & Development	<ul style="list-style-type: none"> • Knowledge of records management - understands how information is organised and the application of appropriate metadata standards to ensure easy identification and retrieval. • Understands concepts, issues and methods related to acquisition, description and disposition of resources. • Understands the strength of our collections and the related library and university goals and objectives for collection development. • Understands the life cycle of scholarly publishing. • Establishing a budget for resources and advocating for allocating of funds.
Communication & Marketing	Information Literacy , Learning & Development	<ul style="list-style-type: none"> • Understands principles of information literacy in the academic environment, including digital literacy , critical thinking and ethical use of data. • Has a knowledge of university teaching and learning programmes and goals so as to allow them to effectively connect with stakeholders and integrate information literacy programs as appropriate. • Understands and continuously investigates how information is effectively sought and used. • Understands the research process including qualitative and quantitative research methods, promotion and exploitation of research outputs. Advises on advanced information skills for research. • Knowledge of the principles and techniques of effective reference services which provide access to relevant and reliable information.
Estate Operations	Information Technology Skills	<ul style="list-style-type: none"> • Knowledge of basic content and structure and use an integrated library system. • Knowledge of how digital resources are acquired, managed and accessed. • Understands the structure and use of Learning Management Systems. • Understands the principals of web page design and maintenance. • Understands and promotes emerging technologies for the 21st Library Service. • Demonstrates an understanding of best practice data management and data governance practices.
Financial Management	Research & Contribution to the Profession	<ul style="list-style-type: none"> • Participates in professional association which may include holding executive office, serving on committees, etc • Regular attendance at conferences, including presenting at same. Contributes to professional journals.
Human Resources Management		
Information Technology		
Legal, Governance & Compliance		
Library		
Research & Innovation Management and Administration		

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