



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:
Senior Executive Librarian (Grade VII)
(Library HQ, Ballinamore)

Closing Date: 4:00pm on Thursday, 29th January 2026

Important Notes

Completed Application Form (***inclusive of all other required documentation***) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Senior Executive Librarian Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role

Leitrim County Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Senior Executive Librarian**.

This is a senior management post within the Leitrim Library Service which comprises Library HQ and a network of eight Branch Libraries strategically located across the County.

Based out of Library Headquarters in Ballinamore, and reporting to the County Librarian, the post of Senior Executive Librarian requires high level professional library, leadership and management skills. The successful candidate will be responsible for the management and development of library services including staff supervision, resources, programming and marketing and will have responsibility for managing a number of key specific service areas, including collaborative services / programmes, in particular with Roscommon and Sligo Library Services.

Leitrim Library Service plays a key role as a frontline service reaching through our rural and urban communities. The Library Service is constantly innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement in particular to deliver a wide and varied range of front-line services to users. The library service has developed strong partnerships with various organisations and groups throughout the county. Visitor numbers are continually growing and the service continues to expand. Two of our Branch Libraries currently offer a 'My Open Library' Service – Drumshanbo and Dromahaire - while our Local Studies Collection is housed in the Ballinamore Branch Library.

The Senior Executive Librarian will work as part of a multidisciplinary Library Service team to implement work programmes that deliver the goals, targets, and standards set out in the Library Development Plan, Team Plans, and the National Public Library Strategy 2023–2027, *The Library is the Place*.

The post holder will support the library vision of being open, accessible, and a focal point for communities, by contributing to forward-looking strategies and working collaboratively with staff and teams to deliver high-quality public library services.

The role requires strong leadership and initiative and the ability to work to a high professional standard, together with excellent librarian expertise, people management, and interpersonal communication skills. The post holder will be required to effectively use existing and emerging ICT systems in the delivery of services.

The Qualifications:

1. Character

Candidates shall be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Citizenship:

Candidates must, by the date of any job offer, be:

- i. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- ii. A citizen of the United Kingdom (UK); or
- iii. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- iv. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- v. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- vi. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies
- (b) Have satisfactory experience of library work including satisfactory experience at a management level.

Notes:

- **Candidates must submit a copy of educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- Very good knowledge of the structure and functions of the local government library service, of current issues, future trends and strategic direction of library services and an understanding of the role of the Senior Executive Librarian in this context.
- The ability to plan strategically for the future development of the library service.
- A strong sense of commitment to modern and innovative service delivery and be willing to take on a challenge.
- Strong ICT skills and a good understanding of the role of digital technologies in the delivery of public library services.
- Self-motivation with the ability to work on their own initiative as well as an integral part of a team.
- Excellent interpersonal, communication, networking and advocacy skills.
- Relevant management and administrative experience at a sufficiently high level.
- A career record that demonstrates a high level of competence in the management of staff.
- The ability to lead, manage, motivate, empower and encourage a team effectively to achieve maximum performance.
- The ability to develop and deliver programmes and projects and experience of planning/prioritising to meet targets/deadlines for multiple tasks and delegating work appropriately.
- The ability to ensure policies, procedures and quality standards are adhered to and maintained, in particular those that support safe services.
- The ability to develop and maintain strong and productive working relationships both within the organisation and with service users and outside agencies.
- The skills to work collaboratively with other departments within Leitrim County Council, with other library authorities and with relevant stakeholders to accomplish common goals and achieve desired outcomes.
- The ability to effectively manage financial resources within a budgetary control framework.
- Experience of problem solving/decision making.
- Openness and a willingness to adopt new ways of working and involve others in change.
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.
- The ability to deputise at a senior level.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

Management & Change	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies. • Clear understanding of political reality and context of the local authority. • Awareness of current local government issues, priorities, concerns and future direction, particularly in relation to the Library Service. • Ability to translate corporate policies and objectives into operational plans and outputs. • Develops and maintains positive and productive professional relationships both within the organisation and with relevant stakeholders externally. • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change.
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Delivering Results	<ul style="list-style-type: none"> • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. • Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines. • Allocates resources effectively to deliver on operational plans. • Pinpoints critical information and addresses issues logically. • Establishes high quality service and customer care standards. • Identifies and achieves efficiencies. • Ensures compliance with legislation, regulation and procedures.
Leading, Motivating and Managing Performance	<ul style="list-style-type: none"> • Builds an effective, cohesive, diverse and productive team through induction, development and team building processes in a manner that provides clarity of purpose and a focus on delivery. • Leads, motivates and engages staff and stakeholders to achieve quality results and to deliver on operational plans and objectives. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance and identifies and manages conflict and potential sources of conflict at work. • Understands effective communications at all levels and demonstrates excellent interpersonal skills and effective verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrates the required specialist knowledge and training for the role, including relevant management and administrative experience at a sufficiently high level. • Understanding of the structures and environment within which the local authority sector, and the Library Service in particular, operates and the varied role of the Senior Executive Librarian in this context. • Takes initiative and is creative in approaching the delivery of objectives. • Maintains a positive, constructive and enthusiastic attitude to the role. • Displays resilience, remains calm under pressure and manages time and workload effectively. • Understands the importance of corporate governance. • Commitment to integrity & good public service values. • Political awareness.

The Principal Terms & Conditions:

The post is **wholtime, permanent and pensionable** and will be based in **Leitrim Library HQ in Ballinamore, County Leitrim**.

A panel will be formed from which Senior Executive Librarian vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

Reporting to the County Librarian, or such other officer as may be assigned from time to time, the main duties and responsibilities of the post of **Senior Executive Librarian** will be consistent with the provision of a modern 21st century public library service that is responsive to the changing requirements of users of all ages and abilities. The duties will include but are not limited to the following:

- Supporting the County Librarian in the overall strategic management, development, and delivery of the Leitrim County Library Service.
- Leading the implementation of the Library Development Programme to support delivery of the Council's Corporate Plan, Libraries Development Plan and relevant local and national strategies.
- Contributing to forward planning, policy development, capital projects, and strategic service delivery plans.
- Leading and supporting change management initiatives across the library service in collaboration with the County Librarian.
- Managing countywide service development, including collections, services, facilities, ICT systems, e-services and information services.
- Overseeing cultural programming, reading and literacy initiatives, learning and information services, and community and cultural engagement programmes.
- Developing and delivering community engagement, outreach, and participation initiatives, including liaison with local communities, education providers, and key stakeholders.
- Leading marketing, communications, media engagement and public relations activities to support strategic objectives and grow library membership and usage.
- Managing and overseeing administrative and corporate functions, including budgets, procurement, HR, ICT, health and safety, facilities management, risk management, and corporate governance.
- Preparing, managing and monitoring budgets and ensuring programmes and projects are delivered within approved financial parameters.
- Ensuring effective governance and compliance across the library service, including child safeguarding, data protection, health and safety, risk management, sustainable development and business continuity in line with Council policies.
- Managing information systems and services, including user education, circulation systems, and self-service technologies such as My Open Library.
- Identifying opportunities for service improvement and utilising performance indicators and reporting frameworks to monitor and enhance service delivery.
- Building and maintaining effective partnerships and collaborative networks with local authority colleagues, external agencies, national bodies, and library stakeholders to support social inclusion and lifelong learning.
- Active engagement in relation to the joint delivery of agreed services/programmes through formal collaboration and resource sharing with Roscommon and Sligo Library Services.
- Representing the Library Service and/or Leitrim County Council at council, municipal district, local and national committees, steering groups, and meetings, providing reports and presentations as required.
- Managing, supervising and supporting employees up to Executive Librarian grade, including performance management (PMDS), workload allocation, training, development, and staff support.
- Providing specialist advice, expertise, and project support as required across the library service.

- Communicating and liaising effectively with staff, senior management, elected members, library users, and other stakeholders on operational and strategic matters.
- Working in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- Participating in corporate activities and responsibilities appropriate to the grade.
- Deputising for the County Librarian as required.
- Undertaking any other duties of a similar level and responsibility appropriate to the grade, as may be required or assigned from time to time

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

2. Salary:

The salary scale for the position of Senior Executive Librarian (effective 1st August 2025) will be within the range:

**€60,011 – €61,480 – €63,194 – €64,914 – €66,634 – €68,170 – €69,745 –
€71,269 – €72,790 – €75,395 (LSI1) – €78,015 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he / she is required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

The holder of the post will be based in **Leitrim Library HQ in Ballinamore, County Leitrim**. Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any base or to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health:

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week, Monday to Friday. The Council reserves the right to alter hours of work from time to time. The post may require flexibility in working outside of normal hours, including evenings and/or weekends, as necessary.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement:

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday, 29th January 2026 via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Senior Executive Librarian Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTE:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER