



**Candidate Campaign Information Pack**  
**Grade V – Senior Library Assistant**  
**(Fixed Term – 6 Months)**

Dear Candidate,

Thank you for your interest in the post of: **Grade V – Senior Library Assistant.**

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. [Candidate Information Pack - Recruitment Process](#)

For any informal enquiries regarding the position and job specification please contact: Ian Feerick, [ian.feerick@tusla.ie](mailto:ian.feerick@tusla.ie) / 087 355 6480.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [Recruitcorponat@tusla.ie](mailto:Recruitcorponat@tusla.ie) or Tusla Recruit Campaign Manager: Denise Nugent, [denise.nugent@tusla.ie](mailto:denise.nugent@tusla.ie) / 087 712 3651.

Kind Regards,  
Tusla Recruitment Team



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Job Specification

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| <b>Job Title, Grade and Grade Code</b>  | Grade V – Senior Library Assistant<br><br>Grade Code: 0566  |
| <b>Campaign Reference Approval Code</b> | TNCORP20261812  |
| <b>Applications considered Via</b>      | Tusla Recruit Portal only   |
| <b>Opening date for Applications</b>    | Thursday 4 <sup>th</sup> June 2026  |
| <b>Closing Date for Applications</b>    | 12 noon, Monday 22 <sup>nd</sup> June 2026  |
| <b>Proposed Interview date(s)</b>       | July 2026<br>- <i>may be subject to change based on volume of candidates and availability of Service resources.</i>   |
| <b>Contact for Informal Enquiries</b>   | Ian Feerick, <a href="mailto:ian.feerick@tusla.ie">ian.feerick@tusla.ie</a> / 087 355 6480<br><br><i>Making an <b>informal enquiry</b> gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>  |
| <b>Location of Post</b>                 | The current vacancy can be based in the nearest Tusla office with available space nationally.<br><br>However, the initial assignment will be confirmed upon appointment.<br><br>A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled.<br><br>For Tusla Regions & Networks please check the following link:<br><a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>   |
| <b>Details of Service</b>               | The Child and Family Agency was established on 1 <sup>st</sup> January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure.<br><br>The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country.<br><br>The Child and Family Agency has responsibility for the following range of services: |

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|                                    | <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Children’s Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>  |
| <b>Purpose of Role</b>             | <p>The Senior Library Assistant (Grade V) will support the Tusla Librarian in the ongoing development and delivery of the Tusla Library &amp; Information Service. Working within a fully electronic library environment, the postholder will promote effective use of the library’s resources and services by responding to general user enquiries on a day-to-day basis; supporting the management of the library’s electronic collections; delivering user education; facilitating evidence-informed practice across the Agency by assisting users with literature searches and database navigation; coordinating inter-library loan requests; and carrying out other administrative duties as required to support the service. The role requires excellent organisational and communication skills, a user-centred approach to service delivery, and the ability to work collaboratively while also demonstrating initiative in service development and continuous improvement.</p>  |
| <b>Reporting Relationship</b>      | <p>The post holder will report to the relevant designated manager.</p>   |
| <b>Duties and Responsibilities</b> | <p><b>Main Duties and Responsibilities</b></p> <p><b>Digital library &amp; information services</b></p> <ul style="list-style-type: none"> <li>• Act as a key point of contact for library enquiries via email, MS Teams or other virtual channels.</li> <li>• Provide hands-on assistance to Tusla staff with literature searching and navigating electronic library resources such as databases, e-journals and e-books.</li> <li>• Deliver user induction and training sessions, either individually or in groups, introducing new users to the library service and supporting the effective use of electronic resources.</li> <li>• Support the development and maintenance of LibGuides and other online user help content.</li> <li>• Coordinate inter-library loan (ILL) and document supply requests, ensuring all available sources are considered and that relevant copyright and licensing requirements are followed.</li> </ul> <p><b>Resource management &amp; systems</b></p> <ul style="list-style-type: none"> <li>• Support the administration of the Koha Library Management System and other relevant electronic resource platforms and assist with the cataloguing and classification of new resources.</li> <li>• Deliver usage reporting and evaluation of electronic resources via OpenAthens, library management system reporting and journal COUNTER reports.</li> <li>• Monitor access issues and liaise with vendors and ICT colleagues to resolve technical</li> </ul> |

problems in a timely manner.

- Manage the OpenAthens registration and renewal process, performing administrative and troubleshooting activities as required.
- Provide administrative assistance for library procurement processes.

#### **Outreach**

- Promote the library service through internal communications and awareness campaigns (e.g. newsletters, eTOCs, awareness weeks).

#### **Service delivery & improvement**

- Contribute to user feedback processes and service improvement initiatives.
- Participate in the development and documentation of procedures, workflows and service standards.
- Contribute to identifying trends in user needs or access issues to inform service improvements.
- Participate in projects related to digital service development, resource rollout and service innovation.

#### **Administration**

- Resource allocation and management
- The efficient day-to-day administration of area of responsibility
- Collection and management of required data and metrics
- Provide practical help with training events, regional workshops etc.
- Carry out any other tasks as directed by the Line Manager
- Maintain own knowledge of relevant procedures, practices and legislation to perform the role effectively and to ensure standards are met.
- Use appropriate technology to ensure work completed to a high standard
- Maintain confidentiality of documentation, records etc
- Ensure consistent adherence to procedures within area of responsibility.
- Ensure that service-users are treated with dignity and respect.

#### **Human Resources**

- Pay close and accurate detail to own personal work
- Support the preparation and issuing of office documentation (correspondence, reports etc) to the highest possible standard.
- Co-operate and work in harmony with other teams and disciplines.
- Ensure line management is kept informed of all issues.

#### **Education and Training**

- To maintain continuous personal development and participate in team-based development, education, training and learning.
- To complete all mandatory training.
- Where appropriate, arrange for the induction and training for assigned staff, as

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|   | <p>required to maximise skill resources, (to include workplace experience placements where applicable).</p> <ul style="list-style-type: none"> <li>• Where appropriate, provide supervision and assist in the development of knowledge, skills of relevant staff under your supervision.</li> <li>• To participate in performance evaluation / review, identifying areas for improvement and appropriate plans / measures to achieve them.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p> |
| <p><b>Eligibility Criteria<br/>Qualifications and /<br/>or Experience</b></p> | <p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Have at least 2 years’ experience relevant to the requirements of the role.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Possess sufficient capacity to discharge the functions of the grade/post.</li> </ul> <p><b>Health</b><br/>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b><br/>Each candidate for and any person holding the office must be of good character.</p>  |

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| <p><b>Skills, competencies and/or knowledge</b></p>  | <p><a href="#">Tusla Leadership Competency Framework</a></p> <p>The <a href="#">Tusla Leadership Competency Framework</a> describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work.</p> <p>The Tusla Leader Framework relevant for this role is <a href="#">Leading Others</a></p> <p>Please access this <a href="#">Leading Others</a> link to fully familiarise yourself with the impact of this <b>Leading Others</b> proficiency for Tusla.</p> <p><b>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</b></p>   |
| <p><b>Other requirements of the role</b></p>   | <ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> <li>• Have awareness of children and young people’s participatory practice</li> </ul>  |
| <p><b>Application Process</b></p> <p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p> | <p>The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been ‘dormant’ for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully.</p> <p>AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process.</p> <p>Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p> |
| <p><b>Code of Practice</b></p>   | <p>The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might</p>   |

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|  | <p>be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.<br/>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p> |
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**The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families.**

**Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 areas to 30 networks. The initial assignment will be to for Corporate/National enter location. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role.**

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

**Tusla values individual’s rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.**

**All roles within Tusla carry responsibility towards the protection of personal and sensitive data.**

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| <b>Tenure</b>       | <p>The current vacancy available is temporary (6 months) and whole time.</p> <p>The posts are pensionable.</p> <p>A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage for each individual post.</p> <p>The purpose of this campaign is to fill immediate urgent vacancies and it is expected that panel placements will cease if expressions are not received within the appropriate processes.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p> |
| <b>Remuneration</b> | <p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/02/2026: €52,235, €53,798, €55,391, €57,021, €58,659, €60,569, €62,485 LSIs</b></p>  |

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|  | <p>LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable).</p> <p>The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5.</p> <p>Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy.</p> <p>Different terms and conditions may apply if the appointee is currently a serving civil or public servant.</p>  |
| <b>Working Week</b>  | The standard working week applying to the whole time equivalent of this post is: 35 hours.  |
| <b>Annual Leave</b>  | The annual leave associated with the whole time equivalent of this post is 30 days per annum.   |
| <b>Superannuation</b>  | This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.  |
| <b>Probation</b>   | <p>A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts.</p> <p>Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.</p> |
| <b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b> | The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.   |
| <b>National Standards for Children and Family Services</b>   | <p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>  |

**Ethics in Public Office 1995 and 2001**

**Positions remunerated at or above the minimum point of the Grade VIII salary scale**

**NOTE**

**THIS SECTION REFERS TO POSTS AT €82,258 PLUS**

Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below.

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31<sup>st</sup> January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/>