The **National Library of Ireland** is seeking applications from suitable candidates to fill vacancies that arise for the positions of Education Assistants. The Library currently runs a busy programme delivering tours, workshops and a series of public events to a range of interest groups, collaborating with a number of partners, and supporting three exhibition spaces within the NLI complex. Over the next two years the programme will focus predominantly on events associated with the Decade of Commemorations. The successful applicant will work within that programme, and contribute to its development. Education Assistants are key to the delivery of the Outreach Programme for the Library.

**Job Title**  
Education Assistants (X3)

**Duration of contract**  
The posts will be for a two year fixed term contract

**Location**  
The post-holder will be based in the National Library of Ireland, Kildare Street, Dublin 2 and occasionally in the National Photographic Archive, Temple Bar, Dublin 2, as may be required.

**Reporting to**  
The post-holder will report to the Assistant Keeper in the Outreach Department at the National Library of Ireland

**Job Purpose**  
The post-holders will help to prepare, deliver and evaluate the National Library of Ireland’s Outreach programmes. The role will include public engagement, research & preparation of written materials.

**Duties and Responsibilities**  
The post-holders’ core duties will include:

- Provision of guided tours of NLI exhibitions.
- Research, preparation, delivery and evaluation of the Schools’ programme, the Children and Family programme, and the Community and Life Long Learning Programme.
- Involvement in the exhibition programme across the NLI’s three exhibition sites and online
- Research support, proofreading and fact checking
- Contributing to projects internally and with partners.
- Contributing to, co-ordinating and facilitating public events, activities and engagement.
- Assisting with preparation of public spaces for programme activities.
- Liaising with front of house staff around educational activities and resources.
- Carrying out administrative work in relation to education programming, activities and projects.
NATIONAL LIBRARY OF IRELAND

- Contributing to the production of worksheets, activity books, resource packs and guidelines, in physical and digital format.
- Contributing to programme planning for events programme.
- Such other duties as may be assigned from time to time.

Personal Specification

Essential Requirements

- A knowledge and understanding of learning and audience-centred programming. A knowledge and understanding of the functions of exhibitions and audience-centred programming
- A minimum of six months experience (paid or voluntary) in the culture or heritage sector in a public facing role.
- A good knowledge of Irish modern history or literature.
- Excellent communication, administrative, co-ordination and organisational skills.
- Excellent IT skills – a good working knowledge of software packages
- An ability to work as part of a team and to work on her/his own initiative.
- An ability to work with diverse groups and a flexible attitude.

Desirable (but not essential)

- Familiarity with the exhibitions at the National Library of Ireland
- Experience of event planning
- Tour guide experience.
- Hands-on experience with of social media such as blogging, Twitter, Facebook, and image sharing applications
- Ability to deliver interactive public tours in Irish

Selection Process

In the event that the number of applications received significantly exceeds that required to fill existing and anticipated future vacancies over the lifetime of the panel, the National Library of Ireland may implement a shortlisting process to select a number of candidates to be invited to interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified, and/or have more relevant experience.

Applicants should note that eligibility to compete is confined to citizens of the European Economic Area (EEA). The EEA consists of the Member states of the European Union along with Iceland, Liechtenstein and Norway.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under the Scheme, are debarred
from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**
The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Collective Agreement: Redundancy Payments to Public Servants:**
The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this Scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.

**Declaration:** Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a public service pension benefit (in payment or preserved) from any other public service employment and/or where they have received a payment-in-lieu in respect of service in any public service employment.

**Hours of Attendance and Rate of Pay**
The working week is Monday to Saturday (43.25 hrs.) Saturday and evening attendance is an essential part of the terms and conditions of employment of this Education Assistant position and is on a rostered basis.

The rate of pay will be €409.05 per week, which is equivalent to the first point on the Clerical Officer equivalent - PPC (Personal Pension Contribution) scale. Subject to satisfactory performance, increments may be payable in line with current Government Policy. If required, overtime is in accordance with the Civil and Public Service rates of pay.
Annual Leave
Annual leave will be 22 working days a year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

APPLICATION INSTRUCTIONS
Applications form can be found via –


To apply, candidates should complete and submit the Application Form (submitting 3 copies) accompanying this information booklet. Applications for this position will only be considered on the Application Form provided. The contact details of two referees is also required.
Completed application forms should be submitted by post to:

HR Unit,
National Library of Ireland
4, Kildare Street,
Dublin 2

Closing date for receipt of completed applications is

Friday, 17th July at 16.00 hrs
No applications will be considered beyond this date

Canvassing will disqualify
Education Assistants, National Library of Ireland
Principal conditions of service

Payscale applicable to post

€409.05  €437.04  €444.17  €464.83
€527.06  €547.77  €567.94  €588.11
€648.53  €679.78 (Max)  €704.35 LSI1  €715.62 LSI2

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Starting Salary
Entry will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure
The appointment will be in a probationary capacity for a period of one year. The successful candidate(s) may be required to serve in any of the National Library of Ireland’s Dublin Offices. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

Annual leave
Annual leave will be 22 working days a year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Hours of Attendance
Hours of attendance will be fixed from time to time in line with central agreements but will amount to not less than 43 1/4 hours per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the civil service overtime regulations.

Duties
You will be required to perform any duties which may be assigned to you from time to time as appropriate to the position. The position will be whole-time and you will not be connected with any outside business which would interfere with the performance of official duties. You agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.

General
The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil service. The appointee will be subject to the Civil Service Code of Standards and Behaviour.
Superannuation and Retirement
The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Library of Ireland, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age
The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:
Scheme members must retire at the age of 70.

c. Pension Abatement
- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector,
payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement.** Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. **Prior Public Servants**
While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. **Pension Accrual**
A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. **Pension-Related Deduction**
This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: [http://www.per.gov.ie/pensions](http://www.per.gov.ie/pensions)

**Sick leave**
Full pay during properly certified sick absence, provided that there is no evidence of permanent disability for service, may be allowed up to a maximum 92 days in one year and at half pay thereafter, subject to a maximum of 183 days sick leave in any period of four years or less.
The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the National Library of Ireland and payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.
Official secrecy and integrity
The appointee will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 1997. The appointee will agree not to disclose to third parties any confidential information especially that with commercial potential either during, or subsequent to, the period of employment.

Prior approval of publications
The appointee will agree not to publish material related to official duties without prior approval by the Director of the National Library of Ireland.

Political activity
During the term of employment, the appointee will be subject to the rules governing civil servants and politics.

Further details
Detailed provisions regarding various other terms and conditions, such as categories of leave (including maternity, adoptive and health & safety leave), some or all of which may be relevant to the appointee, are set out in circulars available on www.personnelcode.gov.ie.

This is intended only as a guide. Full terms and conditions will be issued as part of the contract for employment.
### APPENDIX 1  
**Education Assistants – Key Competencies Required**

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<td><strong>Team work</strong></td>
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<tr>
<td>• Shows respect for colleagues and co-workers</td>
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<td>• Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate</td>
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<td>• Offers own ideas and perspectives</td>
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<td>• Understands own role in the team, making every effort to play his/her part</td>
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<td><strong>Information Management / Processing</strong></td>
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<td>• Approaches and delivers all work in a thorough and organised manner</td>
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<td>• Follows procedures and protocols, understanding their value and the rationale behind them</td>
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<td>• Keeps high quality records that are easy for others to understand</td>
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<td>• Draws appropriate conclusions from information</td>
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<td>• Suggests new ways of doing things better and more efficiently</td>
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<tr>
<td>• Is comfortable working with different types of information, e.g. written, numerical, charts etc</td>
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<td><strong>Delivery of Results</strong></td>
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<td>• Takes responsibility for work and sees it through to the appropriate next level</td>
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<td>• Completes work in a timely manner</td>
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<td>• Adapts quickly to new ways of doing things</td>
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<td>• Checks all work thoroughly to ensure it is completed to a high standard</td>
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<td>• Identifies and appreciates the urgency and importance of different tasks</td>
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<td>• Demonstrates initiative and flexibility in ensuring work is delivered</td>
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<td>• Is self-reliant and uses judgment on when to ask manager or colleagues for guidance</td>
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<td><strong>Customer Service &amp; Communication Skills</strong></td>
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<td>• Actively listens to others and tries to understand their perspectives/ requirements/ needs</td>
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<td>• Understands the steps or processes that customers must go through and can clearly explain these</td>
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<td>• Is respectful, courteous and professional, remaining composed, even in challenging circumstances</td>
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<td>• Communicates clearly and fluently when speaking and in writing</td>
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<td><strong>Drive and Commitment</strong></td>
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<td>• Consistently strives to perform at a high level and deliver a quality service</td>
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<td>• Is thorough and conscientious, even if work is routine</td>
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<td>• Is resilient, persevering in the face of challenges and setbacks</td>
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<td>• Is personally honest and trustworthy</td>
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<td>• At all times, acts with integrity</td>
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<td>Specialist Knowledge, Expertise and Self-Development</td>
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<td>• Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, relevant policies etc.</td>
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<td>• Clearly understands the role, objectives and targets and how they fit into the work of the unit</td>
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<td>• Is committed to self-development and continuously seeks to improve personal performance</td>
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<tr>
<td>• Must be competent in Microsoft Office and demonstrate a good level of IT Skills</td>
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