

## Job Description

**Post:** Executive Librarian - Permanent Post  
**Department:** Public Lending Remuneration Department  
**Responsible to:** Assistant Director (with responsibility for PLR), Director  
**Salary scale:** Executive Librarian Grade VI

Reporting to senior management, the Executive Librarian will liaise with the Assistant Director and Director in relation to planning and implementing the work programme of the Department. The Executive Librarian will manage the work of the SLA and LA on a day-to-day basis and prioritise as required.

The Executive Librarian will be responsible for:

- The day-to-day management of the work of the scheme including registration of rights holders, collection and verification of loans data from local authorities and arranging payments.
- Managing the overall budget of the scheme.
- Planning the workload for the section.
- Liaising with library authorities and PLR UK.
- Allocating and supervising the work of the senior library assistant and library assistant who form part of the team.
- Providing assistance, information, advice and training to support library authorities in relation to PLR.
- Liaising with rights holders and answering queries.
- Ensuring that deadlines are met.
- Assisting in the promotion of the PLR scheme.
- Setting up and managing the PLR website.
- Providing management information and reports to senior management as required.
- Contributing to An Chomhairle's reader development activities.
- Other duties as may be required.

### Requirements

In addition to the qualifications laid down for the post by the Minister for the Environment, Heritage and Local Government, candidates must possess the following:

- Good interpersonal skills.
- A high level of financial and administrative competence.
- A high level of IT proficiency.
- Experience of planning and organising work, and meeting deadlines.
- Proven ability to manage and motivate staff.
- Decision making skills
- A knowledge of the wider library authority environment.
- A knowledge of An Chomhairle Leabharlanna.