



Comhairle Contae Thiobraid Árann
Tipperary County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Competition Reference: RT/831

Closing Date: 4.00 p.m. – Thursday, 11th December 2025

Tipperary County Council is an Equal Opportunities Employer

**Library Attendant –
Clonmel Library**

Contents

.....	1
General Information	3
Job Requirements	4
Minimum Eligibility Requirements.....	4
Job description	5
Desirable Attributes	6
Citizenship	7
Salary	7
Probation	8
Base	8
Superannuation	8
Retirement Age	9
Incentivised Scheme for Early Retirement (ISER)	9
Hours of Work	9
Annual Leave	10
Residence	10
Drivers Licence	10
Code of Conduct/Organisational Policies	10
Training	10
Location of assignment/appointment	11
Commencement	11
Reporting Arrangements	11
Health & Safety	11
The Application Process	12
The Selection Process	13
Feedback	14
Deeming of Candidature to be Withdrawn	14
References	14
Verification of Educational Qualifications	15
Pre-Employment Medical	15
Garda Vetting	15
Canvassing	15
Confidentiality	15
General Data Protection Regulation	16
Sharing of Information.....	16
Storage period.....	17

General Information

Tipperary County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Tipperary, with a focus on making County Tipperary an attractive place to live, work and invest.

The following comprises the areas of service delivery in Tipperary County Council:

Community, Economic Development & Tourism	Fire & Emergency Services – Civil Defence
Local Enterprise	Environment & Climate Action
Planning & Development	Finance
Cultural & Recreational Services	Information Systems
Roads & Transportation	Corporate Services & Human Resources
	Library Services
Housing	Local Authorities Waters Programme

This competition presents an opportunity to gain employment with Tipperary County Council in the role of **Library Attendant**.

Tipperary County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage.

This Candidate Information Booklet is intended to provide information on the post of **Library Attendant** and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of **Library Attendant**.

Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.

Job Requirements

Minimum Eligibility Requirements

Minimum Eligibility Requirements are the minimum requirements required for the position and are set out by the Department of Housing, Local Government and Heritage for administrative and technical/engineering grades.

For outdoor grades and some specialised grades, the minimum eligibility requirements are set out by Tipperary County Council Human Resources Department in consultation with the relevant Line Manager as they are not set centrally by the Department.

Applicants will be required to submit scanned images of documentation to establish the applicant meets the following:

Qualifications:

The person holding the employment must:

- a) Be of good character
- b) Be free from any defect or disease which would render him/her unsuitable to hold the employment and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service
- c) Possess adequate training or experience to enable him/her to discharge efficiently the duties of the employment
- d) Live within the area where he/she is employed or within a reasonable distance thereof, to enable him/her duties to be discharged in a satisfactory manner

Applicants should satisfy themselves they are eligible under the required qualifications. Tipperary County Council may not be in a position to investigate the eligibility of all candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter, may put themselves to unnecessary expense.

Please note failure to provide all required documents i.e. qualifications, i.d. etc., at submission stage will automatically result in an invalid application. Also, failure to fully complete each question on the application form may deem your application invalid (answers which redirect to other responses are not permitted).

Job description

Duties of the role shall include:

Tipperary County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel, from which relevant vacancies for the post of Library Attendant may be filled.

The duties may include but are not limited to the following and 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.

- a) Maintaining library areas in good and secure order, to include but not limited to securing and opening the building, handling of alarm and security systems, alarm call-out duties, and the routine operation of CCTV as required.
- b) To be customer oriented and achieve good customer relations by dealing with members of the public in a courteous, prompt and efficient manner and to keep your Line Manager or assigned Supervisor informed of such dealings.
- c) To support the library staff team in dealing with anti-social behaviour, unsupervised children after school, group visits and general library user management in line with Tipperary County Council Health & Safety Policy and Guidelines and Child Protection Guidelines.
- d) To co-operate with the terms of Tipperary County Council's Safety Statement and be responsible for day to day Health & Safety compliance of the library as set out in the Risk Assessment and Library Service Safety Statement. To be responsible for bringing any Health and Safety issues to the attention of the Line Manager or assigned Supervisor.
- e) Assisting with regular health and safety inspections of the library.
- f) To maintain standards of cleanliness and tidiness in the library and external areas. This includes the toilet check list.
- g) To carry out the basic repairs and maintenance needs of the library building and external areas.
- h) To assist with library events/meetings preparation, providing customers with assistance and refreshments and post event clean up.
- i) To be responsible for dealing with and signing-in contractors and visitors.
- j) To answer phones and deal with public queries by referring to other library staff if necessary.

- k) Carry out basic IT troubleshooting and maintenance under direction as required.
- l) To be responsible for the efficient and careful shelving of returned books as directed by the Line Manager or assigned Supervisor.
- m) To collect newspapers / deliver post daily and to distribute promotional material in the local area.
- n) To be responsible for the monthly lodgements of cash to the Cash Desk at the Civic Offices, Clonmel.
- o) To respond willingly to reasonable requests for assistance to carry out duties outside normal working hours.
- p) To participate in PMDS and in training provided by the County Council.
- q) Any other duties that may be assigned from time to time by the Line Manager or assigned Supervisor.

The above specification 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.

Desirable Attributes

It is essential that the ideal candidates shall:

- a) possess excellent communication skills and have the ability to provide an excellent standard of customer service in all circumstances
- b) possess an ability to work effectively within a team, to take instruction and to seek to deliver positive outcomes as required by the varying situations
- c) demonstrate the capacity to engage with a wide range of people in a positive manner
- d) demonstrate the capacity to engage positively with young people and teenagers
- e) possess excellent organisation skills
- f) possess excellent literacy and numeracy skills
- g) possess excellent IT skills
- h) demonstrate proven problem solving and trouble shooting skills

- i) have ability to work effectively under pressure and achieve objectives in a timely manner
- j) have an interest in the library service and playing a role in good service delivery
- k) be available to work a 39-hour week including evenings and weekends

The Library Attendant reports directly to the Librarian/Executive Librarian/Staff Officer Library in the branch.

Citizenship

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

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) 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
- e) 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
- f) 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.

Salary

The current weekly rate is €764.33 rising by annual increments to a maximum of €788.73 per week.

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

Remuneration is paid fortnightly by PayPath directly to the employee's nominated bank account. The current wage pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Probation

Where a person who is not already a permanent officer of Tipperary County Council is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointment takes effect, during which such person shall hold office on probation.
- (b) The maximum period shall generally be one year for permanent contracts and such other period as may be required in relation to temporary or fixed term/purpose contracts as set out in the council's probationary policy. No probationary period shall exceed 12 months in duration.
- (c) Such a person shall cease to hold office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

Base

The base for the post shall be **Clonmel Library**, Tipperary County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

Superannuation

The relevant Superannuation Scheme will apply.

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration **plus** 3.5% of net pensionable remuneration (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 dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

The provisions of the Spouses and Children's/Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

Retirement Age

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, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

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 that 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.

Hours of Work

The normal working hours are 39 hours per week, Tuesday – Saturday.

	In	Out	In	Out	Total
Tuesday	8:45	13:00	14:00	17:45	8.00
Wednesday	11:15	15:00	16:00	20:15	8.00
Thursday	8:45	13:00	14:00	17:45	8.00
Friday	8:45	13:00	14:00	17:15	7.30
Saturday	8:45	13:00	14:00	17:15	7.30
Total					39.00

Annual Leave

The annual leave entitlement for the grade is 24 working days per annum and Good Friday. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

The Chief Executive of Tipperary County Council retains autonomy with regard to office closures, (e.g. Christmas Office Closure); any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The successful candidate shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

Drivers Licence

Tipperary County Council employees may on occasion be required to use their car on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Tipperary County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

Code of Conduct/Organisational Policies

Employees are be required to adhere to all current and future Tipperary County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment. A full list of relevant policies is contained on the council Intranet.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Location of assignment/appointment

Tipperary County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Tipperary County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (subject to notice requirements) and if they fail to take up the appointment within such period or such other longer period as the Council in its absolute discretion may determine, Tipperary County Council shall not appoint them.

Reporting Arrangements

The Library Attendant will report directly to the appropriate supervisor in the Section or to any other employee of Tipperary County Council as the Chief Executive, Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal (PMDS) will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Health & Safety

Tipperary County Council as an Employer is obliged to ensure, in so far as it is reasonably practicable the Safety, Health and Welfare at Work of all of its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Employees must not be under the influence of an intoxicant at the place of work. Employees must comply with all Safety and Health rules and regulations and attend all required Safety and Health Training.

Tipperary County Council operates under the ISO 45001 Health & Safety accreditation standards. All employees are required to cooperate with the implementation of any and all measures necessary to achieve and sustain same.

The Application Process

Once fully completed, application forms will be accepted.

Please ensure that:

- a) You complete the Application Form online via the advert link or through www.tipperarycoco.ie (Note: a written application form/C.V. **will not** be accepted as an application or as part of an application).
- b) All sections of the application form are fully completed, with relevant, detailed and accurate information. ***Note: any offer of employment is subject to the information given on your application form being true. False/misleading information or deliberate omissions may result in termination of employment.***
- c) Your employment history section includes **all periods of employment and unemployment (if applicable)** are accurately recorded and accounted for.
- d) Copies of your educational certificates & relevant qualifications are attached with your application.
- e) Your application is submitted electronically, along with all required documentation on or before **4:00 p.m. on Thursday, 11th December 2025.**

Note: No amendments can be made once a fully completed application, supported by the required proof of qualifications and eligibility, has been submitted. Applicants should retain a copy of their application form for personal reference.

The admission of a person to this competition, or an invitation to attend for interview is not to be taken as implying that Tipperary County Council is satisfied that such person fulfills the requirements.

Tipperary County Council may need to contact you during the selection process. It is important that your contact details (phone number, postal and email address) as given on your application form are correct and are accessible by you at all times.

Tipperary County Council accepts no responsibility for communication not accessed or received by the applicant.

The Selection Process

Tipperary County Council reserves the right to shortlist applications if required.

This is not to suggest that any candidate may be unsuitable or incapable of undertaking the duties of the post advertised, but rather that there may be candidates who have demonstrated that they are better qualified and/or have more relevant experience.

Step 1: Initial Screening

In the first instance, all applications received by the latest date/time for receipt of completed applications are screened for eligibility in accordance with the Qualifications for the post as set out in this booklet.

Step 2: Shortlisting

Each candidate's application may be assessed against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is the sole responsibility of the applicant to provide a detailed and accurate account of their qualifications and/or experience in their application form and to outline the relevance of their application.

Step 3: Interview

Candidates who are successful in the shortlisting process will be invited to attend for interview(s).

Tipperary County Council will endeavour to give sufficient notice of the scheduled interview time and date to shortlisted candidates. Thereafter, it is the responsibility of the candidate to make themselves available on time and on the date advised. Candidates who do not attend for interview on the date and time advised will be deemed to have withdrawn their application from the competition. Expenses incurred by candidates in attending for interview, will be at the candidates own expense.

An independent interview board will be established by the Chief Executive of Tipperary County Council to assess the candidates shortlisted for interview.

The Interview board will generally comprise a Chairperson and two other members, who will have expert knowledge in the relevant field. The objective of the interview board is to identify candidates who best meet the objective criteria and competencies required for the position and to place them in order of merit. Candidates who are successful in the interview will be qualified in order of merit for appointment to the post of **Library Attendant** and placed on a panel.

It should be noted that placement on a panel may not necessarily lead to a job offer. The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications, etc, have been carried out to the satisfaction of the Council.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process at the earliest possible date.

If, following the interview, a candidate is placed on a panel they shall be informed of their position on the panel. Details of marks attained in the interview process will be provided upon receipt of written request.

Panel Formation

A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel may be used to fill both permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview or other test when and where required by the Tipperary County Council, or who do not, when requested, furnish such evidence as required by Tipperary County Council within the specified timeframe with regard to any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Should a candidate decline an offer of employment, or having accepted an offer of employment relinquish it prior to commencing in the post, they will be deemed to have withdrawn their application from the competition.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Tipperary County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Verification of Educational Qualifications

Prior to appointment the candidate will be required to present within a specified timeframe, the original parchment of their certificate, diploma and/or degree, and any other supporting documentation required by the Council*, to the Human Resources department in order to verify their qualifications.

** 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, overseas qualifications must also be accompanied by a translation document.*

Pre-Employment Medical

Prior to appointment the candidate may be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment. In all other cases the Council will incur the cost of the pre-employment medical.

Garda Vetting

Garda Vetting may be sought in accordance the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and the applicant will be required to fully cooperate with this process.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Confidentiality

Tipperary County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts, 1997-2014.

Records created, maintained and stored by Tipperary County Council as part of the recruitment and selection process are subject to a range of legislation,

including Freedom of Information and Data Protection. Tipperary County Council shall comply with the National Records Retention Policy (2001) and any other relevant records retention policies.

General Data Protection Regulation

Tipperary County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Tipperary County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

Storage period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Tipperary County Council will not be able to progress your application form for the competition for which you are applying.

Important Notice -The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with successful candidates.



Comhairle Contae Thiobraid Árann
Tipperary County Council

