



**Post Specification:034486**

<b>Post Title:</b>	<b>Fagel Collection Project Manager</b>
<b>Post Status:</b>	Specific Purpose contract (Approximately 2 years)
<b>Department/Faculty:</b>	Department of Early Printed Books and Special Collections, Trinity College Library Trinity College Dublin, the University of Dublin
<b>Location:</b>	Main Campus Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Principal Librarian, Early Printed Books & Special Collections, Research Collections
<b>Salary:</b>	This appointment will be made on the Assistant Librarian 1 salary scale at a point in line with current pay policy
<b>Closing Date:</b>	12 Noon on 10th July 2020

**The successful candidate will be expected to take up post as soon as possible after College reopens.**

**Post Summary**

The Library of Trinity College Dublin, the University of Dublin, holds the finest surviving Dutch private library of the eighteenth century, known as the Fagel Collection. Built up by several generations of the Fagel family, the collection was a working library used by successive members of the family who held high office in the Netherlands. The entire collection of over 20,000 titles and approximately 32,000 items (books, maps, pamphlets and manuscripts) was purchased for Trinity in 1802. It includes many fine editions and its impressive range of languages and subjects is representative of the state of knowledge in Europe at the end of the Enlightenment.

With the support of the Foreign Ministry of the Kingdom of the Netherlands, and in partnership with the Koninklijke Bibliotheek (KB – the National Library of the Netherlands), the Library of Trinity College Dublin is embarking on a project to increase the discoverability of the collection, and to enhance its research potential, through comprehensive cataloguing of every book and pamphlet in it.

This role, at Assistant Librarian I scale, will involve Project Management oversight of the project – which includes seven work packages, including the conservation, cataloguing, research and outreach elements – as well as some bibliographic record creation for unique items. We require candidates with proven experience in staff and project management,

analytics and reporting, as well as in-depth knowledge of bibliographic record creation, including analysis of provenance and material characteristics.

Applicants will have a good honours degree and a professional postgraduate qualification in Information and Library Studies. The appointee will have at least 2 years' experience; preferably in an academic library and/or within the area of Early Printed Books and/or Special Collections. The applicant will have Dutch language comprehension, if possible.

This is a temporary post for two years, subject to satisfactory completion of a probation period of 12 months.

### **Standard Duties and Responsibilities of the Post**

1. Project Management of the overall project, covering all work packages: this will include submitting progress and financial reports to the Government of the Kingdom of the Netherlands and coordinating and leading Steering Group, Working Group and Project Team meetings.
2. Line management of two bibliographers working on the project; close liaison with the project conservator.
3. Cataloguing unique items into Trinity's Library Management System or the KB's Short Title Catalogue of the Netherlands (STCN) using international standards (RDA, DCRM(B), LCSH, MARC21, Library of Congress authority files).
4. Developing work processes and constantly monitoring against timelines and project targets to deliver record creation for up to 32,100 items within the full project. Working with the KB on record quality assurance.
5. Supporting engagement and scholarship on the collection, for example by presenting the collection to potential benefactors of subsequent projects, and by submitting papers to conferences or journals.
6. Working with the University's office of Public Affairs and Communications, and other Trinity and KB colleagues, to actively promote the project and the collection through media and other public engagement channels.
7. Any other duties that arise in the course of delivering the project.

### **Person specification**

#### **Education, qualifications, skills and abilities required of the post**

1. A good honours degree;
2. Postgraduate qualification in Library and Information Studies;
3. A minimum of two years' experience; preferably working in an academic library and/or with Early Printed Book collections;
4. A proven track record of successful staff and project management, including preparing and monitoring deadlines and targets;
5. Skills and experience in analysis and report writing;
6. Expertise of computerized cataloguing standards and bibliographic description, including RDA, DCRM(B) or similar, MARC21, and Library of Congress Subject Headings;

7. Dutch language comprehension, sufficient for detailed cataloguing of Dutch imprints, is highly desirable;
8. Excellent communication skills, both written and verbal, and the ability to confidently liaise with media, government representatives, and potential donors;
9. Ability to organise and prioritise workload and meet deadlines while paying attention to detail;
10. Ability to work independently and also as part of a team;
11. Commitment to a project-based ethos.

**Note:**

- **Please note:** Candidates who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Candidates should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

**Please note shortlisting decisions will be based on information supplied in the application.**

## Shortlisting Criteria

### Post: Project Manager – Fagel Collection Project

#### Suggested Rating Scale:

*1 - Inadequate, 2 - Marginal, 3 – Acceptable, 4 – Good, 5 – Excellent*

<i>Criteria for Shortlisting:</i> (from CV and covering letter)	<b>Mandatory/ Desirable</b>
Primary degree (good honours)* - from CV	<b>M</b>
Postgraduate professional qualification in Librarianship or Information Studies* - from CV	<b>M</b>
Experience working in an academic library preferably with Early Printed Books and/or Special Collections – as evidenced from CV via previous experience	<b>M</b>
Proven experience in personnel and project management, including monitoring of targets and reporting on project progress	<b>M</b>
Experience in computerised cataloguing standards & bibliographic description* - from CV and cover letter	<b>M</b>
Well developed written and verbal communication skills* – as demonstrated via CV and cover letter	<b>M</b>
IT skills in using LMS and the MS Office suite of software* – as evidenced from CV via previous experience	<b>M</b>
Dutch language comprehension – from CV and cover letter	<b>D</b>

\*Candidates must have a minimum rating of 3 against all of these criteria

Further Information for Candidates

URL Link to Area	<a href="https://www.tcd.ie/library/epb/">https://www.tcd.ie/library/epb/</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

### **Further Information**

The Library has the largest collection in Ireland with over six million printed volumes with extensive collections of journals, more than half a million maps and very large collections of manuscripts reflecting over four hundred years of academic development. More recently, it has established a collection of over 80,000 electronic journals and over 350,000 electronic books. It has been a legal deposit library for Ireland and the United Kingdom since 1801. The Library continues to add to its collections through purchases, private donations, acquisitions and as a library of legal deposit.

The Library's research resources include internationally significant holdings in manuscripts, early printed material, including music and more than half a million maps. Its collections and services support the College's research and teaching community of 17,000 students and academic staff.

The Department of Early Printed Books and Special Collections has a staff of 2.5 professional Librarians and two Library Assistants. It is responsible for the management of about 500,000 volumes. The collections range from incunables to modern Anglo-Irish literature and include major strengths in Reformation pamphlets, in 17<sup>th</sup> and 18<sup>th</sup>-century Irish, English, French and Dutch imprints, and 19<sup>th</sup>-century Irish and English imprints. Among the collections which are being developed at present are Irish imprints, 18<sup>th</sup>-century French drama, French Revolution pamphlets, 19<sup>th</sup>-century English language fiction, and children's literature.

Early Printed Books and Special Collections has a 16-seat Reading Room in the East Pavilion of the 18<sup>th</sup>-century Old Library where there is an extensive reference library relating to historical bibliography. Books are catalogued in an online Sierra system in MARC21 format.

Further information on Early Printed Books and Special Collections is available from:

<http://www.tcd.ie/Library/epb/index.php>

Further information relating to Trinity College Library is available from:

<http://www.tcd.ie/Library/>

**Informal enquiries about this post should be made to** Lydia Ferguson [LSHCKLTN@tcd.ie](mailto:LSHCKLTN@tcd.ie)

### **Trinity College Dublin, the University of Dublin**

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21<sup>st</sup> century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage,

successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21<sup>st</sup> century.

### Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104<sup>th</sup> in the world and using the Times Higher Education World University Rankings methodology Trinity is 117<sup>th</sup> in the world.



### Overall



- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.<sup>1</sup>
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.<sup>2</sup>

### **Internationalisation**

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

### **Research Performance**

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

### **In the QS World University Subject Rankings:**

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity's Top 50 subjects include Nursing (25<sup>th</sup>), Classics (28<sup>th</sup>), English (28<sup>th</sup>) and Politics (43<sup>rd</sup>).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy,

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<sup>1</sup> <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

<sup>2</sup> <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

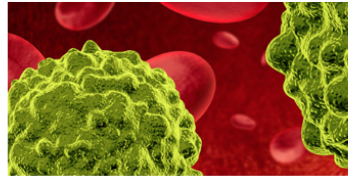
Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.

- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57<sup>th</sup>), Life Sciences & Medicine (87<sup>th</sup>), and Engineering & Technology (89<sup>th</sup>).

## Research Themes



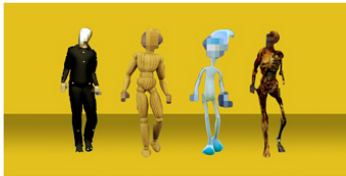
**Ageing**



**Cancer**



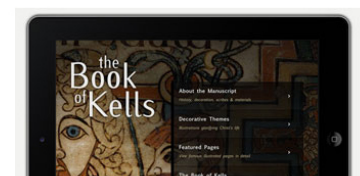
**Creative Arts Practice**



**Creative Technologies**



**Digital Engagement**



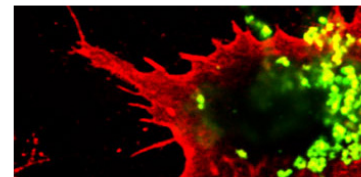
**Digital Humanities**



**Genes & Society**



**Identities in  
Transformation**



**Immunology,  
Inflammation & Infection**



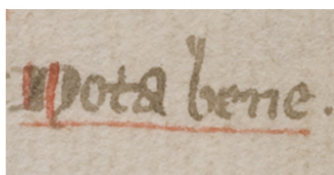
**International  
Development**



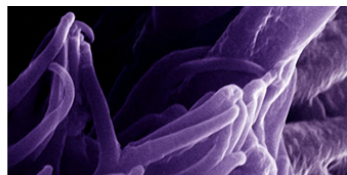
**International Integration**



**Making Ireland**



**Manuscript, Book and  
Print Cultures**



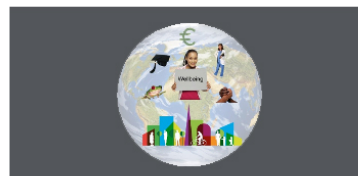
**Nanoscience**



**Neuroscience**



**Telecommunications**



**Smart Sustainable Planet**



**Next Generation Medical  
Devices**

## **The Selection Process in Trinity**

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the

Ineligible Categories of Employment are set out in Schedule 4 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA

candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

## **Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

## **Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

## Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) as outlined in the Application Process above.

**APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:**

<http://jobs.tcd.ie>

If you have any application queries, please contact:

**Recruitment**

Human Resources, House No. 4,  
Trinity College Dublin, the University of Dublin

**Email: [recruit@tcd.ie](mailto:recruit@tcd.ie)**



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