



The National Library of Ireland is an Equal Opportunities Employer

Candidates' Information Booklet

Open competition for the appointment to the position of

HR Operations Manager (Specified Purpose Contract – Maternity Leave Cover)

at HEO Level,

at the National Library of Ireland

Closing date for applications: **28th September 2026, at 3pm**

The National Library of Ireland is committed to a policy of equal opportunity

Contact: HR Department

National Library of Ireland

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BACKGROUND

The National Library of Ireland (NLI) is the library of record for Ireland. Established in 1877, the NLI became an autonomous cultural institution on 3rd May 2005 under the National Cultural Institutions Act, 1997, with a Board and a Director who operate under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Culture, Communications and Sport. The Library employs some 125 staff who work to deliver five priorities under our current strategy, to collect, protect, reveal, engage and innovate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than twelve million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The Library's sites in Dublin, including the National Photographic Archive in Temple Bar, are open, free of charge, to all those who wish to consult and explore the collections - through reading rooms which are visitor attractions in their own right, via rich and varied exhibitions, and by means of an active public programme. Further information is available at: [About | National Library of Ireland](#)

THE ROLE

The NLI's HR Unit is at the heart of bringing the NLI's organisational mission and strategy to life. We work to the NLI's values of welcome, trust, collaboration and a progressive approach, and the Unit's work is sited under the NLI's strategic pillar of Innovation.

The HR team currently comprises 4 roles: Head of Human Resources; HEO HR Manager; Executive Officer; and the NLI's Recruitment Executive Apprentice. The Executive Officer reports directly to the HEO. A key part of this role is mentoring others in the HR team in the context of a team ethos of excellence and professionalism supported by openness and growth. Our resilience as a team comes from this values-led culture.

Reporting to the Head of Human Resources, the HR Operations Manager will be responsible for managing and undertaking a wider range of critical, time-contingent programming across the full extent of the NLI's HR remit. This includes full-cycle recruitment programming; employee lifecycle and employee experience; compliance reporting, data-gathering and analysis; audit management; partnering with managers in best-practice people management and employee relations; policy implementation; managing the interface with shared service providers including the National Shared Services Office (NSSO); and building and maintaining positive stakeholder relationships, internally and externally.

This role recognises the importance of integrating employee experience, policy, strategy, sectoral requirements and industry innovation, empowering managers through best-practice advice and support and managing risk for the organisation through compliance and procedure. At the NLI we understand that employee experience begins before the role has even been applied for; and that the NLI's HR team members are all key strategy-drivers and change-makers, currently engaged in shaping the NLI's workforce into the next decade.

The successful candidate will work in an environment in which innovation and new ideas are welcomed and in which there will be significant scope to contribute directly to HR and organisational strategy throughout the term of the Specified Purpose Contract.

This temporary post is to provide cover for a period of Maternity Leave, expected to last for 12 months. From the commencement of the role the successful applicant will have responsibility for time-contingent compliance, reporting and audit tasks, due to Q4 / Q1 requirements, in addition to the full range of our busy HR operations. These audit, compliance and reporting duties provide an opportunity to work cross-functionally and contribute directly to the NLI's organisational commitments; in addition to engaging with peers and colleagues in our line divisions within the Department of Culture, Communications and Sport.

The NLI's Blended Working Policy, which offers up to three days per week working remotely, is applicable to this role. The HR team operates one onsite and one remote anchor day each week. Flexible Working Hours (flexitime'), under the relevant NLI policy, is also applicable to this role.

DUTIES AND RESPONSIBILITIES

Day-to-day management of the NLI's HR function, including:

- Line management of the Executive Officer in the HR Unit;
- Coordination of internal and external audit processes;
- Compliance reporting;
- Management of full-cycle recruitment programming;
- Strategic induction and onboarding;
- Employee experience, including initiatives to contribute to retention and succession planning;
- Management of strategic L&D programming;
- Partnering with managers to ensure best-practice people management;
- Policy implementation;
- Provision of expert advice on IR matters;
- Management of the interface with NSSO and other shared service providers;

- Management of probation for temporary staff;
- Management of NSSO complex and historic cases;
- Deputy Designated Person for Child Protection Policy;
- Coaching and mentoring for the HR team;
- Other duties appropriate to the role and grade as may arise and requested by NLI management.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of HR Operations Manager in the Library.

QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED

Essential Requirements:

Candidates must demonstrate in their application:

- A minimum of two years' demonstrated excellence in an HR Manager role;
- Audit management experience;
- Experience of compliance reporting;
- Experience of running multiple and simultaneous full-cycle recruitment campaigns;
- Significant expertise in ER and IR matters, including the management of probation and performance; dispute and conflict resolution; and engagement with employee representative bodies;
- Line-management experience.

Desirable Requirements:

- A recognised postgraduate qualification in Human Resources or a related field.
- Experience in working in HR in the public sector;
- Impactful work in the areas of Equity, Equality, Diversity, Inclusion and Belonging;
- A track record of implementing innovative L&D and / or culture change programmes.

Person Specification

- Self-motivated and takes ownership of tasks;
- Excellent attention to detail;
- Excellent interpersonal skills including a collaborative working approach within a small team environment;
- Skilled in stakeholder management (internal and external) and an ability to build relationships successfully;
- Excellent organisational and prioritizing skills with ability to manage complex workloads;
- A solutions-oriented approach;
- Proven ability to work with tight deadlines and multiple ongoing responsibilities;
- Flexible and positive attitude;
- Ability and willingness to acquire new skills;
- Ability and willingness to share skills for team learning;
- Sound decision-making and judgement;
- Maintaining discretion and confidentiality at all times.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The payscale applicable to the position is as follows (rates effective from 1st June 2026):

Personal Pension Contribution (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

€60,029 €61,785 €63,537 €65,286 €67,044 €68,792 €70,547 €73,077* €76,546**

**LSI 1 is Long service Increment after 3 years on Max of scale*

***LSI 2 is Long service increment after 6 years on Max of scale*

Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€57,173 €58,823 €60,471 €62,131 €63,794 €65,470 €67,134 €69,528* €72,829**

**LSI 1 is Long service Increment after 3 years on Max of scale*

***LSI 2 is Long service increment after 6 years on Max of scale*

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Candidates should note that different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Public Service Stability Agreement 2021 - 2022 paragraph 5.1 for recent changes).

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit. Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

Tenure

The appointment is to a temporary position in the National Library of Ireland on successful completion of a 6-month probation. This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- (i) has performed in a satisfactory manner.
- (ii) has been satisfactory in general conduct.

(iii) is suitable from the point of view of health with particular regard to sick leave.

Outside Employment

The position will be full time and the appointee may not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Location

The successful candidate will initially be based at The National Library of Ireland premises in Kildare Street, Dublin 2, but can be based at any of the NLI premises in Dublin.

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this position.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week).

Annual Leave

The annual leave allowance is 29 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

Health

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.

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 the successful candidate.

COMPETITION PROCESS

How to Apply

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest by e-mail to the Human Resources Unit of the National Library of Ireland at careers@nli.ie

Please note that all application documentation should be submitted in a single PDF document.

Applicants will be shortlisted on the basis of the information contained in their application. It is the responsibility of applicants to be available for interview on the allotted time and date.

The names and contact details of two referees will be required following an interview. The Library reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post.

Closing Date

Please note that the deadline for receipt of applications is **28th September 2026**, at **3pm**. This closing date and time will be strictly adhered to.

Canvassing will disqualify.

Panel

A panel may be formed from this competition from which applicable HR vacancies at Higher Executive Officer Level, both permanent and temporary, should they arise may be filled.

Special Accommodations

If you require any special accommodations in relation to any aspect of this competition, please notify hr@nli.ie

Format of the Competition

The selection process for this competition may comprise of a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Interview(s);

- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the National Library may decide that a number only will be called to interview. In this respect, the National Library provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Deeming of candidature to be withdrawn

Candidates who do not, when requested, furnish such evidence as the National Library of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie

The National Library of Ireland will consider requests (addressed to the HR Unit) for review as follows: -

- informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).
- The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

Candidate Feedback

In accordance with the principles of the above Code of Practice, the National Library of Ireland is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the National Library of Ireland's policy to provide written feedback to candidates. This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the Capability Framework headings.

Access to Information

Three copies of application material will be generated from the softcopy submitted at the time of application, to be used by the interview board. On completion of the competition **ONE** copy will be retained by the HR unit and the remaining **TWO** copies will be destroyed. Data Protection Acts 1988 - 2018 will apply.

APPENDIX 1

HEO Level – Key Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation

	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
	Collaborates and supports colleagues to achieve organisational goals

Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self-development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity